

HEALTH AND SAFETY MANAGEMENT AT UWE

Introduction

This document sets out the University's strategic approach to health and safety management. It contains the *Statement of Intent* that outlines the University's commitment towards health and safety and describes the associated *Organisational Responsibilities and Arrangements* in place to ensure this intention is implemented and monitored.

The management system is subject to regular revision, updating and improvement in accordance with changes in duties and responsibilities, process and practices, systems of work and other aspects of the University's activities.

Furthermore it is supported and promulgated by the development of a three yearly *University Health and Safety Strategy* and associated Action Plan.

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Section 1



HEALTH AND SAFETY POLICY STATEMENT

UWE Bristol's core purpose is '*advancing knowledge, inspiring people and transforming futures*' achieved through academic excellence, supported by excellence in the management and operations of the university. UWE Bristol is a multi-site university, covering a wide range of disciplines and expertise. Its students come from all parts of the UK, as well as a significant and growing number of international students from over 140 countries worldwide.

Excellence in health safety and fire management is fundamental to this core purpose and it is the university's aim that it is inherently a safe and healthy working and learning environment that engages the entire University community.

UWE Bristol will pursue excellence in health, safety and fire by ensuring it is fully integrated into the overall management of the organisation. This will be achieved through:

- ***Expecting and exemplifying strong leadership and competence in health and safety from managers at all levels of our organisation.***
- ***Establishing a framework for health, safety and fire management which devolves responsibility to all our staff.***
- ***Setting health, safety and fire standards that provide for best practice and that at least ensure minimum compliance with the legal requirements.***
- ***Ensuring we use the principles of sensible, proportionate risk management.***
- ***Embedding planning for health, safety and fire in all projects, strategic programmes and when managing change.***
- ***Encouraging exemplary health and safety behaviours and values in in all our staff, students, contractors, third parties and visitors.***
- ***Committing to an equal focus on health and wellbeing, as well as safety with the aim to prevent injury and work-related ill health.***
- ***Striving for continual improvement through regular monitoring and measurement of health and safety performance.***

A handwritten signature in black ink, appearing to read 'S. Jones', is written over a horizontal line.

Chair of Governors:

A handwritten signature in black ink, appearing to read 'J. Smith', is written over a horizontal line.

Vice-Chancellor:

Date: 16/11/2016

SECTION 2

RESPONSIBILITIES

MANAGEMENT LEADERSHIP, COMMITMENT AND ACCOUNTABILITY

To ensure a high standard of health and safety performance is achieved and maintained at the University there is the need to:

- Ensure effective *Leadership and* clear lines of *Responsibility*
- Have clear *Authority and Accountability*
- Set comprehensive *Health and Safety Standards*
- Monitor performance through *Audit*

The key element of this is therefore the need to embed health and safety in the overall organisational structure of the University.

This section sets out the health and safety responsibilities on staff at all levels at the University.

1 THE BOARD OF GOVERNORS

- 1.1 Have the ultimate and corporate responsibility for health and safety within the University.
- 1.2 Will ensure that they receive sufficient information on the status of the University's' health and safety management system to satisfy themselves that all statutory requirements are being met. To this end they will:
 - 1.2.1 Require an annual health and safety report to be produced by the Head of Health and Safety.
 - 1.2.2 Be notified of any accident or incidents carrying major risk to health and safety, any enforcement action taken by the enforcing authorities, and of any subsequent action taken in relation to these.
- 1.3 While statutory compliance will be accepted as a minimum standard, the Board of Governors will ensure that the University demonstrates that it is striving towards best possible health and safety practice.

2 THE VICE-CHANCELLOR

- 2.1 As the principal executive officer of the University the Vice-Chancellor has overall responsibility for health and safety management within the University and the implementation of its health and safety policy.
- 2.2 Responsible for ensuring that an effective policy and system for health and safety management exists and is implemented, maintained and regularly

reviewed.

- 2.3 Ensures that key personnel in the health and safety management structure and safety management system know and accept their responsibilities and have received the necessary information, instruction and training to discharge these responsibilities competently.
- 2.4 Responsible for ensuring that the Board of Governors is adequately appraised of the University's health and safety performance.
- 2.5 Receives an annual report from the Head of Health and Safety on the safety performance of the University against its policy and of any difficulties in achievement.
- 2.6 Is responsible to the Board of Governors for ensuring that the University discharges all the employers or occupiers duties under health and safety legislation.
- 2.7 Advises the Board of Governors of the resources required to comply with statutory requirements or any difficulties that have arisen which cannot be dealt with satisfactorily at a lower level.
- 2.8 Requires necessary health and safety improvements to be identified and planned for by Executive Deans and Directors of Service in an annual programme.
- 2.9 Ensure that adequate communications are established and maintained to promulgate information regarding health and safety.
- 2.10 Encourages good safety practice as an integral part of University life.

3 DIRECTORATE

- 3.1 Demonstrate senior level commitment to health and safety.
- 3.2 Provides oversight of the implementation and development of the University's Health and Safety Policy and associated Standards and Guidance.
- 3.3 Ensures co-ordination and consistency of health and safety policies and practices across the University.
- 3.4 Identifies and recommends areas for improvement, their priorities and for planning their development.
- 3.5 Ensures the University at all levels receives competent health and safety advice.
- 3.6 Manages the monitoring and review of the health and safety performance of the University, and its Faculties and Services.
- 3.7 Ensures that all staff are properly consulted on health and safety matters and that their concerns reach the appropriate level.
- 3.8 The Deputy Vice-Chancellor and Chief Operating Officer or in their absence a Directorate designate acts with the Vice-Chancellor's delegated authority to:

- 3.8.1 Bring to the Vice-Chancellor's attention matters requiring approval or decision (to include significant risks).
- 3.8.2 Provide leadership and support to the Head of Health and Safety, in liaison with the Director of Estates and Facilities.
- 3.8.3 Promote and support consultation with employee representatives as Chair of the University Health and Safety Committee - [UHSC Terms of Reference](#)
- 3.8.4 Ensure that any changes in working arrangements that have significant implications for health and safety are brought to the attention of the Directorate.
- 3.8.5 Ensure the Directorate understands what is happening 'on the ground'.
- 3.8.6 Communicate on behalf of the University with external agencies in matters of health and safety.

4 EXECUTIVE DEAN OF FACULTY and DIRECTOR/OF PROFESSIONAL SERVICE

- 4.1 Demonstrates senior level commitment to health and safety.
- 4.2 Responsible for the health and safety management of the Faculty/Service within its full range of activities.
- 4.3 Implements the University Health and Safety Policy within their Faculty/Service including compliance with University Health and Safety Standards and accepted safe practice.
- 4.4 Establishes the Faculty/Service's own Health and Safety organisational arrangements that distil the principles of the University Health and Safety Policy into that which is clear, relevant and sufficiently detailed - [HSS15 - Statement of Organisation for Health and Safety](#)
- 4.5 Determines the health and safety risks within the activities of the Faculty/Service and that they are adequately assessed and managed.
- 4.6 Advises the Directorate on matters of significant concern that they cannot deal with or that is outside their area of authority.
- 4.7 Ensures that staff are involved in matters that may affect their health and safety matters and participate in its planning and development - [HSS09 - Staff Participation in Health and Safety](#)
- 4.8 Ensures access and reference to competent health and safety advice and guidance.
- 4.9 Provides information, instruction and training for all staff, and as appropriate for students and visitors, to the extent necessary to reduce risks to their health and safety.
- 4.10 Develops appropriate health and safety competence at all levels within the Faculty/Service.
- 4.11 Provides adequate supervision and monitoring of staff, student activities and visitors so as to ensure the health and safety of all concerned.

- 4.12 Provides safe and healthy workplaces for use by staff and students, working in conjunction with the central support services.
- 4.13 Provides materials and equipment for use by staff and students in the course of the Faculty/Service's activities that is in safe and healthy condition.
- 4.14 Monitors the effectiveness of health and safety performance within the Faculty/Service and in its full range of activities.
- 4.15 Monitors workplace standards and adverse incidents (accidents and hazards) ensuring positive action taken to improve so far as practicable.
- 4.16 Provides sufficient resources of training, time and managerial support to those given specific tasks to assist in the management of health and safety.
- 4.17 Integrates health and safety considerations into decision making and the planning of new and changed activities and workplaces.

5 HEADS OF DEPARTMENT, ACADEMIC LEADS AND LINE MANAGERS'

In respect of the UWE health and safety management system, an 'academic lead' is someone who is responsible for supervising a student or group of students and a 'line manager' refers to someone who manages staff and/or controls workplaces, budgets, teaching or research.

- 5.1 Ensure that the Health and Safety Policy and the detailed arrangements concerning the health, safety and welfare of all staff and students are made known, implemented and maintained within their areas of responsibility.
- 5.2 Ensure that suitable and sufficient risk assessments of the risks to the health and safety of staff, students and others are:
 - 5.2.1 Carried out and recorded
 - 5.2.2 Relevant identified control measures are implemented and continue to be effective
 - 5.2.3 Reviewed, updated and shared
 - 5.2.4 *In terms of research projects and other research-related activities:*
 - 5.2.4.1 *Ensure that risk assessments take place at the planning stage of any research proposal*
 - 5.2.4.2 *That control measures are properly resourced to include the provision of any training and supervision*
 - 5.2.4.3 *That assessments are regularly reviewed and kept up-to date as the research proceeds*
- 5.3 Ensure that all necessary safety instruction, training and retraining is carried out within their area of responsibility.
- 5.4 Ensure all staff and students within their remit have a level of supervision that is appropriate to their activity
- 5.5 Will ensure participation arrangements are in place for staff on matters of health and safety.

- 5.6 Will ensure that in all areas under their control a programme of workplace inspections are carried out.
- 5.7 Investigate all accidents, incidents or near misses concerning health and safety with the view to identifying the cause(s) and preventing a recurrence.
- 5.8 Be proactive in stimulating knowledge, interest and enthusiasm for health and safety amongst staff and students.

6 ALL STAFF

- 6.1 Take reasonable care whilst at work for their own health and safety and for that of others who may be affected by their acts or omissions.
- 6.2 Co-operate with the University, their Executive Dean or Director of Professional Service and any officer of the University on health and safety matters.
- 6.3 Comply with local and University rules and guidance relating to health and safety matters.
- 6.4 Not misuse or damage safety equipment provided by the University or a Faculty or Service.
- 6.5 Assist in the maintenance of safety standards by reporting shortcomings or faults in buildings, services, equipment or procedures and practices.
- 6.6 Report all accidents, including near misses that occur to them, encouraging others to do the same and reporting accidents on behalf of other members of staff or students if appropriate.
- 6.7 Participate in health and safety training as has been agreed to be appropriate.
- 6.8 Co-operate as individuals in the achievement of the University's safety goals.

7 STUDENTS

- 7.1 Through their 'duty of care' have a responsibility to take reasonable care of the health and safety of themselves and others by their acts and omissions.
- 7.2 Treat staff, their co-students and other members of the UWE community with regard for their safety and well-being.
- 7.3 Co-operate with the University as far as is necessary to enable any duty or statutory requirement to be performed or complied with. This will include complying with safety instructions given by staff or participating in exercises such as fire drills.
- 7.4 Report all accidents, incidents, including near misses and hazardous circumstances to their tutor or to a responsible person within the university. This should be done by using the established reporting arrangement within their Faculty or Accommodation.

- 7.5 Not attempt to operate machinery or use substances until they have received instruction on safe methods and have demonstrated their competence to their tutor or the technical staff for the area
- 7.6 Undertake any health and safety training and induction required by the University.
- 7.7 Have a legal duty not to interfere with anything provided for safety purposes. This will include personal protective equipment, window restraints, machinery guards, barriers, cones, signs, fire alarms and extinguishers etc.
- 7.8 While on campus, students are responsible for the actions of their visitors and must ensure the requirements of the University's' Health and Safety Policy are met.

8 HEALTH AND SAFETY TEAM

- 8.1 Provide specialist advice and guidance to the Vice-Chancellor and the Directorate on relevant legislation and implementation of the University's Health and Safety Policy
- 8.2 Advise and support Executive Deans, Directors of Professional Services, Managers and individuals on health and safety issues
- 8.3 Internal liaison with Managers responsible for health and safety related functions
- 8.4 Responsible for developing and putting into effect a University health and safety policy.
- 8.5 Formulate and promote relevant standards and supporting guidance to comply with health and safety legislation.
- 8.6 Sets targets to improve health and safety and benchmark the University's performance against others in the sector.
- 8.7 Monitor health and safety management and performance of the University and its constituent parts.
- 8.8 Investigate accidents and dangerous occurrences, as appropriate.
- 8.9 Liaise with health and safety enforcement authorities (HSE, Local Authority and Fire and Rescue Service).
- 8.10 Liaise with Trade Unions on health and safety matters.
- 8.11 Promote and provide health and safety training.
- 8.12 Monitor reports of accidents and incidents to identify issues and solutions.

9 TRADE UNION SAFETY REPRESENTATIVES

- 9.1 The Safety Representatives and Safety Committees Regulations 1977 (as amended), provide for the appointment in prescribed cases by recognised trade unions of safety representatives from amongst the members of staff.
- 9.2 These representatives shall represent the members of staff and have prescribed functions.
- 9.3 Will be proactive in stimulating interest and enthusiasm for health and safety.

10 UNIVERSITY HEALTH AND SAFETY COMMITTEE

- 10.1 A Health and Safety Committee - [UHSC Terms of Reference](#) has been established in the University. **Appendix 1** provides a flowchart that illustrates the University's health and safety management system and consultation processes. The UHSC is constituted to: -
 - 10.1.1 To provide a forum through which members of the Committee may raise general matters affecting the health, safety and welfare of staff and students.
 - 10.1.2 To support and monitor the implementation of the University's Health and Safety Policy.
 - 10.1.3 To review and consider new and amendments to the University's Health and Safety Standards and supporting Guidance.
 - 10.1.4 To promote co-operation between the University and its employees on all matters relating to their health, safety and welfare.
 - 10.1.5 To receive and consider reports from the University's Health and Safety Team on progress with the development and implementation of health and safety policy.
 - 10.1.6 To monitor accident, incident and disease statistics for trends and as appropriate make recommendations for action.
 - 10.1.7 To consider written reports which representatives may wish to submit.
 - 10.1.8 To respond to requests from the Vice-Chancellor for advice and opinion on the development of policy and plans.

SECTION 3

ARRANGEMENTS FOR HEALTH AND SAFETY MANAGEMENT

HEALTH AND SAFETY STANDARDS

The detailed arrangements for health and safety management are set out separately in the University's suite of *Health and Safety Standards*. [[Health and Safety Standards](#)]

These Standards form the foundation of the University's Health and Safety Management System and the requirements of the Standards are established in the context of what is good for the University and its people.

- 1) The Standards are of consistent format and contain the following:-
 - i) Risk explanation e.g. Hazardous substances, electrical equipment, risk assessment, manual handling, first aid
 - ii) Legal requirement
 - iii) The University context
 - iv) Key Performance Requirements e.g. University's expectations of Executive Deans and Directors of Professional Services in relation to health and safety management practice.
 - v) Support documentation - Detailed 'guidance' and further information to support implementation of Standards, including forms, checklists and other useful information is contained in Safety Guidance [[Safety Guidance](#)]

- 2) The Standards are developed with transparency and engagement to an agreed process as follows e.g.
 - Drafting by University's Health and Safety Team, in conjunction with 'critical friends' in Faculties and Services as appropriate
 - Validation with Faculties and Services, as appropriate
 - Endorsement by the Executive Deans and Directors/Directors of Service
 - Approval by the Vice-Chancellor
 - Publishing and launch by the University's Health and Safety Team

- 3) The Standards are reviewed every two years or where there are legislative changes or new HE sector requirements.

FIRE SAFETY

The University's Fire Safety Management System ([FSMS](#)) sets out its strategic approach to fire safety, the basis being the reaffirmation of fire safety management belonging under the organisation and arrangements of the University's existing Health and Safety Policy.

The FSMS contains an overall assessment of the fire risk for the University – which takes account of fire outbreak and fire consequence risks, characteristics of the campuses and existing control measures. It concludes that overall the University fire risk is *minor to tolerable*.

Fire Safety Standards

Critical to the management of fire risk at the University, and in order that the risk level is maintained at the *minor -tolerable* level, a series of Fire Safety Standards are necessary.

These Standards address: - The building and its structure, fabric and finish; The arrangements of buildings; The contents of buildings; The specification and management of fire-related equipment; The procedures for the management of occupants etc.

These Standards are also reviewed every two years or where there are legislative changes or new HE sector requirements.

SECTION 4

HEALTH AND SAFETY COMMUNICATIONS AND INFORMATION

This section sets out the way that the University aims to communicate with regards health and safety. It outlines the methods and the frequencies that will be used in order to achieve these aims in an effective and efficient way.

It also sets out the mechanism in place for ensuring staff are provided with health and safety information.

Communication Objectives

- To actively improve the way in which the University communicates with regards health and safety
- To support the effective implementation of the University's health and safety policy, strategy and associated action plans
- To support the engagement of all Faculties and Services in health and safety by setting out the means for developing and implementing a range of internal communication mechanisms
- To identify and develop health and safety campaigns aimed at increasing overall staff and student participation

Target Audiences

The groups of people who will require to be communicated with include, but are not limited to:-

Internal

- Faculties and Services
- Staff
- Students
- Visitors
- Contractors

External

- Sector
- Enforcing agencies and
- Relevant focus groups

Communication Principles

To ensure a consistent style and approach health and safety communication will strive to be:-

- In plain language that is understandable by all
- Clear and will avoid the use of unnecessary jargon and not knowingly use acronyms
- In an appropriate tone and format that is positive, courteous and helpful, and that uses images to explain involved concepts
- Encouraging in seeking clarification and welcoming when receiving constructive feedback and criticism
- In the most appropriate media for conveying the information, e.g. email, telephone, face to face meetings, posters, newsletters, web links, campaigns, etc.

The table that follows illustrates the specific communications that the University will deliver. This includes the type of communication, the audience, the format and the frequency.

Topic Examples	Target Audience	Communication Media	Frequency
Health, Safety and Fire Policy, Standards and supporting Safety Guidance to include updates/revisions	Faculty and Service Executive Deans and Directors	<ul style="list-style-type: none"> • Validation Events • Vice Chancellor's Executive via H&S Month Meetings with Deputy VC • Email to UWE Senior management distribution list • 'What's New' on Health and Safety web pages 	As required
Health and Safety Information and Bulletins	All Staff	<ul style="list-style-type: none"> • Email to UWE Senior management distribution list 	As required
Health and Safety advice and guidance (general and specific)	All Staff (and students as appropriate)	<ul style="list-style-type: none"> • Face to Face individual and meetings • Email • Telephone • Health and Safety web page FAQs 	As required
Health and Safety Training	Faculty and Service Executive Deans and Directors All Staff	<ul style="list-style-type: none"> • Email to UWE Senior management distribution list • Health and Safety web page 	An Annual launch at start of academic year As required
Accident Investigations	Person responsible for injured person / work activity	<ul style="list-style-type: none"> • Face to Face • Email • Telephone 	Following accident investigation, as required

Health and Safety Information

In line with Health and Safety Legislation all employees must be given information "Health and Safety Law; what you need to know" prescribed by the Health & Safety Executive either in leaflet form or it must be readily available to be read from a poster.

This information is made available on the University's intranet webpages: [Click here to download the HSE Law leaflet](#)

In addition to support the leaflets each campus displays a poster on a noticeboard either at its library's entrance or in main foyer areas of buildings.

SECTION 5

OCCUPATIONAL HEALTH AND WELLBEING

The health and wellbeing of staff is a core value of the University and the provision of occupational health is a key aspect of this.

The principal aim of occupational health is therefore the prevention of ill-health in the workplace through:

- Assisting with the identification and management of health risks
- Supporting staff who are ill to remain at or return to work, as appropriate
- Improving work opportunities for those with disabilities
- Managing work-related aspects of illness, including work-related stress
- The promotion of good health to better equip staff to do their work well and also to make informed lifestyle choices

The University has an [Occupational Health Policy](#) and the arrangements in place for Occupational Health Service provision.

SECTION 6

TRAINING AND COMPETENCE

To support Faculties and Services in developing health and safety competence in their staff the University has a [Health and Safety Training Programme](#).

The Health and Safety Training Programme identifies training which is both statutory and mandatory for staff to attend. Statutory training is classified as training which is a legal requirement under health and safety law. Whereas, mandatory training is defined as training which is a requirement of the University.

The University's Health and Safety Training Programme will ensure that:-

- The training needs analysis of staff groups has been identified and is targeted accordingly – clearly identifying those to which mandatory attendance is required.
- The identification of the frequency for refresher training, and the method of delivery e.g. face to face, e-Learning, cascade training etc.
- All training courses are supported by course descriptors to provide sufficient information to delegates in terms of course aim and objectives.
- All courses are evaluated so as to continually improve and identify health and safety training need, value, and effectiveness.

Faculties or Services will ensure that:-

- Arrangements are in place for any specialised training which is outside the scope of this central Health & Safety Training Programme. For example, specialist training in the safe use of dangerous machinery, the safe use of ladders and step ladders, and the safe use and handling of gas cylinders.

SECTION 7

MONITORING OF HEALTH AND SAFETY PERFORMANCE

Faculty/Service compliance with legislation and University Health and Safety Standards is undertaken. This is required so as to ensure a consistent approach and promote continual improvement throughout the University.

There are a range of processes in place to monitor performance:

1. **Workplace Inspection** – scheduled inspections of workplaces/areas by the Faculty/Service in accordance with Health and Safety Standard [HSS07 – Workplace Inspections](#).
2. **Safety Sampling** – a member of the central Health and Safety Team visits a University location on a random basis to check that the expected health and safety standards are being met.
3. **Audit** – Conducted by the Health and Safety Team to a pre-planned programme, utilising standard audit protocols. Subsequent Reports are provided to the Faculty/Service on their performance, along with an Action Plan to ensure implementation of any identified improvements. A programme of monitoring completion of actions is implemented and agreed. To assist Faculties and Professional Services in preparing for their audit the Health and Safety Team have developed a guidance document [G015: Health and Safety Auditing](#).
4. **Health and Safety Review** – Executive Deans and Directors of Service as part of the *Statement of Organisation for Health and Safety Standard*, annually review their health and safety position (using reports from inspections, audit, trend analysis and so on) to assess progress and implement action plans.
5. **Statistics** – Trend analysis and sector benchmarking of workplace accidents, incidents and work-related ill health so as to define, measure and compare patterns and progress in health and safety practice.
6. **Health and Safety Key Performance Indicators** – In conjunction with the three year *Health and Safety Strategy* and associated *Action Plan* the University has established a series of KPIs. These indicators seek to actively measure its improvement in health and safety performance across a range of areas:-
 - a. Health and safety leadership and competence
 - b. Staff and staff engagement
 - c. Compliance with University Health and Safety Standards
 - d. Behaviour in key safety activities e.g. fire and construction
 - e. Accidents and ill health

SECTION 8

REPORTING OF HEALTH AND SAFETY PERFORMANCE

There is the need for the University to ensure that the objectives of its Health and Safety Policy are met and furthermore that there is sufficient data/information to enable informed decisions in its efforts to continually improve health and safety performance.

To this end the Vice-Chancellor requires a report to Board of Governors to monitor its overall health and safety performance are met.

This Annual Report will thus broadly include:-

- 1) *INTRODUCTION*
- 2) *HEALTH AND SAFETY MANAGEMENT*
- 3) *TRAINING AND DEVELOPMENT*
- 4) *UNIVERSITY KEY HEALTH AND SAFETY ACTIVITIES*
- 5) *UNIVERSITY HEALTH AND SAFETY PERFORMANCE*
- 6) *FUTURE DEVELOPMENTS AND PLANS*
- 7) *CONCLUSION*

The Annual Report will always include the requirement for the Chair of the Board and the Vice-Chancellor to review and sign the University's Health and Safety Policy Statement.

SECTION 9

ACCIDENT REPORTING, INVESTIGATION AND MONITORING

The University requires all its staff, students and visitors report accidents and near misses that occur when at the University or otherwise involved in its activities.

To support Faculties and Services in ensuring the reporting and investigation of accidents the University has a [Health and Safety Accident Report Form](#) and supporting [Health and Safety Accident Reporting Investigation Standard and Guidance](#)

The Accident Reporting, Investigation and Monitoring ensures that:

- All accidents, however small, which happen to University staff or students engaged in University activities - or which happen to anyone on University premises - are reported.
- Prompt action is taken to control risks appropriately in the aftermath of an accident
- Person(s) having accident receives treatment from first-aider etc if/as appropriate.
- Where ill health is attributed to work/work activities these are reported as accidents.
- Accident Report Forms are readily accessible through electronic reporting or where this is not practicable the form is readily downloadable.
- All accidents are investigated in accordance with the University's accident investigation protocol, [Health and Safety Accident Investigation Guidance](#)
A detailed account of accidents / incidents may be prepared for the purpose of litigation and/or seeking legal advice and this may be carried out before, during or after the production of a Health and Safety Accident/Incident Investigation Report.

Appendix 1

Health and Safety Management at UWE

