HARTPURY

Health and Safety Policy

APPROVAL & REVIEW CYCLE		
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GENERAL STATEMENT OF INTENT

Introduction

Provision of a safe and healthy working environment is not only a legal requirement under the Health and Safety at Work Act 1974 it also allows us to examine our facilities and procedures to ensure a safe and healthy working environment for our staff, students and anyone else associated with, or visiting Hartpury.

Purpose

In accordance with the requirements of the Health and Safety at Work etc Act 1974 and other statutory provisions the primary aim of Hartpury University & Hartpury College (Hartpury) is to provide (so far as is reasonably practicable) a safe, incident-free and healthy place of work and learning for staff, students and visitors. In doing so particular emphasis is placed on the need to recognise the age and relative workplace inexperience of all learners, this will be achieved through appropriate training, monitoring and supervision.

Hartpury Senior Management regard health and safety as a core management function with at least equal importance as any other management function and will accordingly allocate sufficient resources and work to ensure the commitment of all members of staff to the full implementation of the Health and Safety Policy.

Scope

This policy applies to all Hartpury controlled activities and settings, including the farmed estate, residential accommodation and off-campus workplaces including storage facilities at Staunton Court, as well as academic field trips and other such off-site activities. Whilst student 'work placements' are principally the responsibility of placement providers Hartpury recognises its role in ensuring the safety of such arrangements.

The attention of all employees is drawn to their legal responsibility under section 7 of the above Act, to take reasonable care for their own health, safety, and that of others who may be affected by their acts and/or omissions and to co-operate with their employer with regard to health and safety matters. All persons on Hartpury's premises have a duty under section 8 of the above Act not to interfere with or misuse anything provided in the interests of health and safety.

Regulation 14 of the Management of Health and Safety at Work Regulations (1999) requires all employees to report without delay, to their employer or a colleague with health and safety responsibilities such as the Head of Health, Safety & Environment, any work situation that could give rise to serious and imminent danger to health and safety and also any noted shortcomings in the employer's protection arrangements for health and safety.

The person with overall responsibility for health and safety is the Vice-Chancellor, Principal & CEO, who is assisted by persons appointed to ensure compliance in all matters relating to health, safety and welfare. Appendix A identifies those persons with specific responsibilities and defines what those responsibilities are.

Objectives

It is Hartpury's policy to comply with all relevant statutory and regulatory provisions and to take such additional measures, as it considers necessary. To achieve this, Hartpury will, as a minimum, operate to legal requirements; establish good practice and will as far as is reasonably practicable:

1. Create and maintain an organisational structure and promote a positive health and safety culture, which supports risk control at all levels throughout Hartpury.

2. Manage its activities in such a way as to ensure that the health, safety and welfare of all employees, students and any other persons affected by its undertakings are not put at risk.

3. Systematically identify and control risk as an effective approach to injury, work related ill-health (including stress) and loss prevention, including through the wider risk management process.

4. Maintain safe and healthy workplaces, systems of work, and protect all employees, students and others including the public in so far as they come into contact with foreseeable work-related hazards;

5. Provide and maintain suitable and adequate facilities and arrangements for the welfare of employees and students whilst at work or studying on the Hartpury Campus;

6. Provide and maintain plant and equipment that is suitable for their intended use, safe and without risk to health;

7. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

8. Provide the necessary information, instruction, training and supervision to ensure the health and safety of all employees, students and any other persons on Hartpury premises;

9. As regard to any place of work under Hartpury's control, maintain it in a condition that is safe and without risk to health and provide and maintain means of safe access and egress;

10. Provide structures and advice relating to the health, safety and welfare of staff and students whilst working or studying away from Hartpury in agreed circumstances such as fieldwork, collaborative research, work placements and apprenticeships.

11. Promote through consultation and other means, the active involvement of all staff and students in the development, promotion, implementation and monitoring of measures provided for heath, safety and welfare;

12. Develop an understanding of risk control and ensure that risk assessments are carried out as required by the Management of Health and Safety at Work Regulations (1999) and other regulations;

13. Develop an understanding of risk control and safety awareness amongst all employees and students and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change;

14. Provide a safe environment for all visitors to Hartpury, bearing in mind that these visitors may not necessarily be attuned to certain aspects of the Hartpury environment;

15. Ensure that any events, including sporting events, are effectively planned and managed to reasonably ensure the safety of staff, student, participants and spectators, and that any regulatory requirements are met (e.g. sports governing bodies and Local Authority requirements).

16. Control effectively the activities of all outside contractors when on Hartpury premises. It is the intention of Hartpury that, in addition to routine inspection, supervision and control of contractors, this aim will be achieved in part by demanding and approving copies of the Contractor's Safety Policy and other relevant documents;

17. To provide an environment in which organisations hiring Hartpury facilities (short-term) use of longer-term (occupancy) are expected and able to operate consistently with this Policy.

18. Appoint competent persons to provide advice in accordance with the Management of Health and Safety at Work Regulations (1999);

19. Seek specialist advice on heath and safety matters as and when necessary;

20. Investigate thoroughly all accidents and unusual occurrences affecting health and safety with the view of preventing re-occurrence;

21. Seek to make progressive improvements in heath and safety by formulating an appropriate safety plan;

22. Provide a set of standards and guidance to assist those responsible for implementing this policy;

23. Commit to providing adequate resources to ensure its health and safety objectives are met and consider that this Health and Safety Policy is an integral element of the overall Strategic Plan;

24. Remain conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular the Duty of Care as regards waste, pollution and energy conservation and will endeavour to reduce its waste generation and energy consumption.

This Policy must be brought to the attention of all employees and students and will be reviewed annually and revised as necessary by the Head of Health, Safety & Environment and the Health & Safety Forum prior to Corporation approval.

Signed: 

Prof. Andy Collop, Vice-Chancellor, Principal & CEO

Dated: December 2022 Reviewed: October 2026

GENERAL ARRANGEMENTS

This section describes the arrangements for translating the commitment contained in the general statement of intent into positive action. Post holders, who are responsible for implementing these actions are detailed in Appendix A.

Staff and Student induction

All new members of staff and research students will complete a formal induction process that includes a recorded health and safety element. In the case of individual starters, this will normally be by their line envi, supervisor, or other nominated person; in the case of groups, the induction may be carried out by the Head of Health, Safety & Environment. On joining all staff and research students are required to undertake an online health and safety training module. This is mandatory and must be completed prior to a member of staff's probationary period being signed off, and before any lab-based work or fieldwork commences.

Academic students will be inducted on departmental health and safety arrangements, as will students in residential accommodation.

All such inductions will include the identification of all significant hazardous conditions and hazardous procedures and an explanation of the controls implemented to manage such hazards.

Attention must be drawn to documented risk assessments and the new starter given the opportunity to read them. Their understanding of such assessments must be confirmed through constructive questioning by their appointed Line Manager

Their Line Manager or supervisor, on day one of the member of staff or research student joining Hartpury, must explain the emergency arrangements for fire, accidents and first aid to the new starter.

Risk Assessments

Using the Hartpury risk assessment form, or another format agreed by the Head of Health, Safety & Environment, all significant hazards identified arising from work or research activities must be assessed and the findings used to define safe systems of work. The controls implemented and described in each risk assessment are binding on all those persons involved in the activity to which they refer. All risk assessments will be reviewed annually or when conditions change which affect the risk assessment. Risk controls must be effective and not rely entirely on the use of Personal Protective Equipment (PPE).

Risk assessments must be retained in a format that can be seen and understood by those persons who may be affected. A copy of each assessment and subsequent reviews must be retained and shared with the Head of Health, Safety & Environment.

Work Placement (Risk) Assessment

The safety of student work placements is principally the responsibility of the provider i.e. the employer with control of that work environment. Hartpury will vet work placements in a risk proportionate way and ensure that any relevant student information is provided to the provider to help them manage the risks associated with the student's placement. The vetting system, overseen by E.S.C. and supported by academic tutors, is specified in the Work Placement Policy and Operating Procedures for FE and HE.

Controls arising from Risk Assessments

The risk control process operates on a hierarchy principle with elimination of the hazard being the preferred option, substitution for a less hazardous substance or technique next, then other controls include devising safe systems of work, and use of PPE. All such controls must be adhered to at all times. Where the controls in place are insufficient to control the risk, then new controls must be devised and implemented. If necessary, the Head of Health, Safety & Environment should be consulted for advice. Line managers, supervisors or any other person supervising activities, should be proactive in ensuring that the controls identified in the appropriate risk assessments are implemented. Any shortfalls in risk controls must be reported to the appropriate line manager or Head of Health, Safety & Environment immediately.

New Hazards

Any new or modified equipment, substance or modified process, must be risk assessed before it is used or implemented for the first time, and staff or research students should be briefed on these changes.

Control of Substances Hazardous to Health (CoSHH)

Hazardous substances are not limited to commercially available products but may also be produced as a by-product of a process in the form of mists, dusts and vapours. It is essential that activities involving the use of hazardous products or the generation of dusts, mist and vapours are assessed to determine if they present a risk to health or the environment and, if so what controls are needed to eliminate or reduce those risks to an acceptable standard. The regulations and these principles also apply to biological agents including zoonoses.

It must be assumed that any substance has the potential for impacting on humans, animals or the environment. The effect may be beneficial, benign, or damaging. All substances must be subject to a risk assessment that should include data supplied by the manufacturer and the means of safe residue or container disposal.

The assessment must be made by a competent person; ideally by the person who decides the substance is necessary or has introduced a process. When undertaking assessments, it must be remembered that substances may affect some people (e.g. expectant mothers) and not others and may create hazards in some environments where it does not in others. Accordingly, it should *not* be assumed that once a CoSHH assessment for a substance has been completed, it is safe to use in every situation.

Should any substance have properties that have the potential to cause harm, a hierarchy of controls must be employed; *detailed below*

CONTROL	COMMENT
Elimination	Stop using the substance or process
Substitution	Use a less hazardous alternative substance
Engineering	Provide local exhaust or dilution ventilation
Administrative	Limit duration of exposure
Personal Protective Equipment ***Must not be used as a stand-alone control***	Provide gloves, Respiratory Protective Equipment (RPE) or other personal protective equipment. Enforce its use.

Maintenance of Buildings and Facilities

The estate of Hartpury will be managed with due regard to health and safety requirements and so as to reduce risks to users so far as is reasonably practicable.

All matters relating to the construction, refurbishment and maintenance of buildings, facilities, access and egress, and property management compliance (such as electrical safety, asbestos and legionella control) will be the responsibility of the Director of Estates and their Assistant Directors.

Maintenance of Equipment

All machinery, plant and equipment, both fixed and portable, used to support any part of Hartpury or its activities should, at all times, be fit for purpose. This will normally be achieved by initially selecting equipment appropriate to the duty to which it will be put and maintaining such items in accordance with the manufacturer's recommendations and any regulations applicable. Responsibility for the on-going care of any such item should be decided and allocated before installation and first use.

Statutory machinery and equipment inspection regimes by a competent person under LOLER, PUWER and CoSHH for LEV regulations will be adhered to. These inspections may be undertaken by a third-party appointment e.g. by the insurer or their agent. Any new equipment that carries such a statutory inspection must be added to the insurance inspection schedule.

Equipment will only be used in accordance with manufacturer's instructions and for the purpose it was intended.

Equipment should only be used by persons that have been deemed to be competent to use it or under close supervision of competent persons where appropriate e.g. for learning purposes.

Any equipment which is damaged or defective will be taken out of use if it compromises safety.

Fire Safety

Buildings will be managed in a way that so far as is reasonably practicable minimises the risk of fire and mitigates the effects of fire should one occur. To this end buildings will be subject to a thorough fire risk assessment not less than every three years, and reviewed annually. The risk assessment will be undertaken by a competent person internally or using an external resource where necessary.

Actions arising from the fire risk assessment process will be assigned to the appropriate departments and given due weight and attention.

Fire safety features including fire alarm systems, fire extinguishers, emergency lighting, fire doors etc will be maintained appropriately and adequate emergency procedures maintained.

Further arrangements are detailed in the Fire Safety Procedure.

Residential Accommodation

Residential accommodation will be maintained to ensure that it provides a reasonably safe, secure, clean, and generally habitable living environment for students with regard to their (thermal etc) comfort. Hartpury aims to adhere to and hold the UUK/Guild HE Accommodation Code of Practice accreditation.

Students in residential accommodation must follow the residential rules including those detailed in the residential handbook.

Students in residential accommodation are provided with residential support services including the Residential Support Team to ensure their safety and wellbeing.

Off-site residential accommodation that is commissioned by Hartpury will be selected with regard to its general appropriateness, quality and safety. Reasonable checks of the provider will be undertaken to satisfy Hartpury that the accommodation is appropriately managed.

Farming Operation (Home Farm)

The Hartpury operation includes a commercial farming operation across more than 400 hectares. This includes approximately 72 hectares at Home Farm on campus with the balance across 4 other sites nearby. The farm is also utilised as an education resource. The commercial farming operation sits within the Hartpury safety management system and this policy applies at all times. In addition, the farm holds its own specific ‘Home Farm Health and Safety Policy’ which is reviewed annually and is held on the Hartpury SharePoint together with its relevant risk assessments.

First Aid and Emergency Procedures

Appropriate first aid facilities based upon an assessment of needs, will be maintained to ensure that students, staff and members of the public receive timely first aid treatment following an accident resulting in injury or illness requiring first aid intervention.

Further arrangements are detailed in the First Aid Code of Practice and Procedures.

Emergency procedures will be established to ensure an effective response to emerging situations and facilitate a prompt recovery. These include the Business Continuity planning process, which includes corporate and local department level plans, that are invoked in response to a major business interruption, and the Mass Alert system which is used for critical incidents such as terrorism and other similar threats.

Staff & Student Wellbeing and Work-Related Stress

Hartpury recognises the importance of personal wellbeing and will maintain a range of appropriate systems and resources to maintain and enhance the wellbeing of both staff and students. For staff this includes access to a professional Occupational Health provider and an Employee Assistance Programme, and for students access to a Nursing team with counselling and a range of wellness programmes.

Work-related stress will be managed following the principles of the HSE's 'Management Standards' and recognising that there is a strict duty to manage this risk as any other work-related risk. Line Managers will manage work related risk within their span of control, supported by Human Resources and the Head of Health, Safety & Environment. Job roles will be designed to minimise risks associated with workload; lack of clarity of objectives, roles and responsibilities; relationships; change management etc.

Agile Working

The Hartpury workplace extends to the home working environment. Hartpury will facilitate appropriate agile working arrangements and recognises these can positively contribute to staff wellbeing by supporting an effective work-life balance. When agile working at home or other non-Hartpury controlled facilities staff are still 'at work' and should consider their own health and safety. In particular ensuring that they can achieve an appropriate ergonomic workstation arrangement for their use of display screen equipment (DSE). Reference should be made to the 'Working with Display Screen Equipment' policy and procedure.

Accident Reporting & Investigation

Hartpury is committed to providing a safe environment for its staff, students, visitors and contractors, and actively encourages the reporting of all accidents, incidents, dangerous occurrences, near misses, ill health and violence, in order to learn from the outcomes.

To achieve this, and ensure we meet our legal obligations with regard to the reporting, investigating and recording of all work-related accidents, and incidents appropriate arrangements will be maintained, including for statutory reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. Accidents are reported and a database maintained using an online system known as Safesmart Smartlog.

To prevent reoccurrence all significant reported accidents and incidents including dangerous occurrences, near misses, ill health and violence shall be thoroughly investigated to identify the root cause and ensure effective control measures are in place.

Accident and incident rates will be monitored to identify possible trends and ensure that suitable preventative measures are in place to reduce the risk. These will be reported to the Health & Safety Forum.

Safety Inspections

Pro-active safety inspections are a critical part of the safety management system. All premises, equipment, processes and activities will be subject to inspection for the purpose of identifying unsafe conditions and unsafe acts.

Unsatisfactory conditions identified must be dealt with in a timely manner with the involvement of, or at least the knowledge of, the appropriate line manager.

Inspections should be conducted at an appropriate frequency determined on a risk basis (typically annually) and should be conducted by the heads of ‘risk areas’, heads of department, and designated building responsible persons, supported by the Head of Health, Safety & Environment where practicable.

Compliance in the execution of inspections and the resulting actions to improve or correct findings is a mandatory requirement of managing health and safety at Hartpury.

Audits

The management and implementation of health and safety at Hartpury and any premises or activity under the control of Hartpury staff will be subject to periodic audit by the Head of Health, Safety & Environment or by any other person or body appointed or commissioned by the senior management team, to ensure that the safety management system is effective in its design and implementation, and to drive the continual improvement cycle.

Audits will be undertaken periodically in accordance with the safety audit plan. Progress against the audit plan will be reported to the Health & Safety Forum together with any notable findings.

Health & Safety Forum

Chaired by the Chief Operating Officer, the Forum will consist of the Major Risk Area Managers and other Departmental Managers, together with a student representative. Their function is the day-to-day management of health and safety within their areas of responsibility. The group will

meet quarterly to review the management of health and safety, identify any safety failings, areas of concern, needs or examples of good practice. They will act as a communications link to all other staff.

Appendix A: Organisation of Health & Safety

This appendix identifies those persons with specific responsibilities and defines what those responsibilities are.

The Vice-Chancellor, Principal & CEO

The Vice-Chancellor, Principal & CEO maintains overall accountability for all matters concerning health, safety and welfare of staff, students and visitors. To assist him in the performance of these objectives he will make suitable appointments to health and safety management key roles in order that best practice standards are maintained throughout Hartpury. The Vice-Chancellor, Principal and CEO will ensure that any amendments made to the Hartpury's Health and Safety Policy General Statement reflects Hartpury's integrity in matters of health, safety and welfare. He will also ensure that the sections detailing organisation and arrangements are suitable and sufficient to provide the necessary framework for operation of a robust health and safety management system.

The Vice-Chancellor, Principal & CEO will:

- Allocate sufficient funds and resources to ensure the health and safety aims and objectives are met;
- Promote a positive health and safety culture throughout Hartpury;
- Constantly monitor the effectiveness of the policy as regards both academic and non-academic activities;
- Consult the Head of Health, Safety & Environment as required;
- Ensure the co-operation of all staff at all levels as regards working to this policy;
- Ensure that all Heads of Departments/Risk Area Managers fully understand their responsibilities and are given the time and resources to pursue them;
- Take steps to ensure the health and safety implications of any changes in curriculum, research practice, or changes in systems of work are considered;
- Appoint a member of the Executive Team to chair the meetings of the Health and Safety Forum;
- Appoint a Head of Health, Safety & Environment to assist them in their duties and to advise as required;
- Discipline, in accordance with HR policies, those who consistently fail to consider their own wellbeing or the health and safety of others (this can be delegated to the appropriate Head of Department);

- Ensure that emergency plans are prepared to cover all foreseeable major incidents which could put at risk the staff, students and other Hartpury users (e.g. visitors, contractors, spectators), supported by the Head of Health, Safety& Environment.

Heads of Major Risk Areas

The named Heads of Major Risk Areas (Risk Area Managers) are responsible for the leadership and management of all matters relating to health, safety and welfare and will:

- Make themselves familiar with the requirements of all health and safety legislation and codes of practice which are relevant to their work area and areas of responsibility;

- They will be responsible to the Vice-Chancellor, Principal & CEO, for the implementation and operation of Hartpury's Health and Safety Policy within their relevant departments and areas of responsibility;

- They must take a direct interest in and contribute to Hartpury's Health and Safety overarching aims and as stated in this policy and encourage other members of staff, students and others to comply with its requirements;

- As part of their day-to-day responsibilities, they must ensure that throughout their department or area of responsibility:

    - Safe methods of work exist and are implemented;
    - A means of safe access and egress is maintained at all times;
    - Emergency equipment such as fire detection systems and fire extinguishers are checked at defined intervals and maintained by competent contractors;
    - Staff and students under their jurisdiction, particularly new employees and research students, are instructed in safe working practices and are made aware of emergency actions;
    - Unsafe conditions are reported to the Head of Health, Safety & Environment;
    - Health and safety regulations, rules, procedures and codes of practice are being applied effectively;
    - Regular health and safety inspections are undertaken in their areas of responsibility and any safety failures reported immediately to the Head of Health, Safety & Environment;
    - They complete risk assessments and implement appropriate effective controls where significant risks are identified;
    - Bring such risk assessments to the attention of anyone who may be affected;
    - All plant, machinery and equipment is suitably guarded and is maintained in good and safe working order, and that all appropriate steps are taken to prevent its unauthorised or improper use;
    - Appropriate protective clothing and equipment, including first aid and fire-fighting are provided, readily identified, available and maintained;
    - Substances that could be hazardous to health are correctly identified, stored, used and disposed of, including the drafting of COSHH Assessments which must be displayed wherever the products are used or produced;
    - Appropriate signage to comply with statutory requirements and or used as part of a control strategy in respect to risks, are displayed where necessary;

- Staff report accidents using the appropriate Hartpury procedures and with the support of the Head of Health, Safety & Environment accidents are investigated with a view to preventing reoccurrence;
- They report any health and safety concerns to the Head of Health, Safety & Environment.

Head of Health, Safety & Environment

The Head of Health, Safety & Environment reports to the Estates Director and is ultimately responsible to the Vice-Chancellor, Principal & CEO for the general co-ordination of health and safety matters throughout Hartpury. This responsibility includes:

- Advising and assisting the Vice-Chancellor, Principal & CEO, the COO and the Senior Leadership Team, Risk Area Managers and Heads of Departments with their health and safety responsibilities;

- Ensuring that the Vice-Chancellor, Principal & CEO, the COO and the Senior Leadership Team, Risk Area Managers and Heads of Departments are aware of the requirements of new and proposed legislation that have an impact on the operation of Hartpury;

- Promote a positive health and safety culture throughout Hartpury;

- Ensuring that the training needs of the Health and Safety Forum members are met;

- Specifying, co-ordinating, and where appropriate delivering, the health and safety training requirements of all staff, training will include health and safety induction, first aid and fire awareness training;

- Investigation of accidents and near miss occurrences in order to identify root causes and preventing reoccurrence, maintaining records in respect to accidents and incidents and compiling statistics for internal review and trend analysis.

- Reporting accidents and incidents as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, as amended 2012;

- Identifying any trends in health and safety performance that indicate good and poor performance;

- Undertaking health and safety audits supported by the Risk Area Managers and Heads of Department;

- Liaison with external authorities and other organisations as required;

- Co-ordinating safety arrangements with other employers whose undertakings have an impact on Hartpury;

- Advising and reporting to the Health and Safety Forum in respect to all health and safety matters;

- Instigating appropriate and prompt remedial actions on becoming alerted to hazards and risks on Hartpury premises;

- Reviewing and maintaining up-to-date versions of Hartpury's Health and Safety Policies and supporting documents;

- Assisting Risk Area Managers and Heads of Departments and other staff in the risk assessment process.

Managers, Heads of Department and Senior Supervisory staff

This section refers to all Hartpury staff with managerial and supervisory responsibility including Head of Department. Key manager and supervisor health and safety responsibilities include:

- Ensure the health, safety and welfare of anyone under their management or supervisory control (including staff, students and visitors);

- Ensure there are safe systems of work ("safe ways of working") in place;

- Assess the risks arising from operational or academic activities under their control utilising the Hartpury risk assessment process;

- Ensure the risk assessment process identifies anyone at greater risk and considers what further should be done (e.g. for staff or students who are pregnant, have a disability or medical condition);

- Ensure those affected by the risks identified are informed of these risks and the safety arrangements that are in place to protect them;

- Ensure that staff (or students) are competent to undertake activities under their control and any training and supervisory needs are met;

- Monitor health and safety standards and practice in their area of operations and take appropriate action where reasonable safety standards are not met;

- Follow any Hartpury policies, procedures and guidance that have an influence on the health and safety of the workforce and students;

- Report any health and safety concerns to their immediate line manager and to the Head of Health, Safety & Environment where appropriate;

- Seek advice and support where necessary from the Head of Health, Safety & Environment on any relevant matters.

Staff

- This section refers to all Hartpury staff both academic and support. All staff must take reasonable care for their own safety and that of others who may be affected by their acts or omissions. Particular emphasis must be placed on the students as their inexperience may place them at greater risk.

- They must familiarise themselves with the content of the Health and Safety Policy and any relevant supporting documentation.

- They must bring any safety failings to the attention of the Head of Health, Safety & Environment, and/or their appropriate manager so that appropriate action can be taken. If a condition is observed that poses an immediate danger, they must take the initial action to prevent such conditions causing harm, in doing so they must not place themselves at risk of harm.

- They must familiarise themselves with emergency procedures relevant to each of the areas they are likely to work in or visit, Academic staff must ensure that the students under their control, are aware of the actions to take in an emergency.

- They must neither intentionally misuse nor recklessly interfere with anything that has been provided for health and safety.

- They must only use equipment and machinery for which they have received training and have been authorised to use.

- They must wear and/or use all personal protective equipment and safety devices that have been provided for their protection.

- They must report all accidents, incidents, near misses and damage, to their immediate line manager, complete the appropriate documentation and assist in any investigation deemed necessary; a near miss is defined as “an incident that does not cause injury or damage but has/had the potential to do so”. Near misses are our warnings and timely action can prevent injury and loss incidents.

- They must not undertake any task for which authorisation and training has not been given.

- They must take an active interest in promoting health and safety and suggest ways of reducing risks.

Assistant Director of Campus Operations, supported by the Transport Manager

In addition to the above the Assistant Director of Campus Operations supported by the Transport Manager has the following duties:

- Ensuring that all sources of information relevant to the safe operation of the transport system are regularly reviewed. Where changes are required it is done in a timely manner and all relevant persons informed;

- Maintain a system that ensures that all Hartpury vehicles are maintained in a road worthy condition, are suitably insured and taxed, (where required);

- Ensure that all Hartpury vehicles are maintained in a clean condition, reflecting the image standards of Hartpury;

- Ensure that all drivers are suitably licenced and competent to drive, ensure that regulations as they relate to driving hours are complied with at all times.

Academic/teaching staff/post-grad research students

In addition to their duties specified in the section titled **staff**, academic/teaching staff have the following duties:

- Ensure that all information, instruction, training and supervision in matters of health and safety is embedded in their teaching and research and knowledge exchange;

- Are responsible for ensuring that they are proactive in seeking out health and safety information that is relevant to their taught subject/s and that such information is up to date.

- Are responsible for ensuring the induction and oversight of health and safety of any students for whom they are supervisors;

- Follow the requirements of the Code of Research Practice and Research Governance Standard Operating Procedures.

Estates Director (supported by the Assistant Directors)

In addition to the duties specified in the section titled **Staff**, the Estates Director will have the following additional responsibilities;

- A good understanding of legislation relevant to the construction, use, development or regeneration of all campus sites and buildings;

- Ensure that the campus physical infrastructure is maintained in a safe and compliant manner consistent with this policy's health and safety objectives;

- Ensure that all potential contractors are competent and appropriately resourced to undertake the work, and that they complete a copy of the Contractors Questionnaire and appointed contractors meet the standards expected by Hartpury and that they provide such evidence of competence by completing the Hartpury Contractors Health and Safety Questionnaire which will be considered before their appointment is confirmed;

- Ensure that the Permit to Work Document is completed for all Hot Works, Confined Spaces Work, Excavation Work and Work at Height;

- Ensure that the health and safety standards of contractors are maintained at all times, breaches may result in them being removed from the approved contractors list;

- Consult with the Head of Health, Safety & Environment for any works activities that have a significant health and safety impact;

- Co-ordinate health and safety requirements with appointed landlords for offsite student accommodation where appropriate.

Hirers / Users of Facilities

Hirers and other users of Hartpury facilities must:

- Follow any relevant contractual or other user agreement and guidance provided;
- Have regard for their own safety and that of others;
- Report any defects or concerns;
- Ensure that activities undertaken on Hartpury property appropriately consider H&S in a risk assessed fashion.

Hartpury Wellbeing ('Nursing') Team

In addition to the duties specified in the section titled **Staff,** the Hartpury Nursing Team will have the following additional responsibilities;

- Ensure that sufficient resources are available to meet the daily routine medical needs of the students;
- Ensure that sufficient sources of information relevant to the health of a large population of young people is maintained;
- Provide informed opinions when events may have consequences for the health and welfare of all sections of the Hartpury community;
- Maintain professional competencies as required by the role of a Hartpury Nurse.

Members of the Health and Safety Forum

The role is covered in detail in the Terms of Reference. Broadly they:

- Are responsible for reviewing the planning of, application of, and results arising from the management of health and safety at Hartpury and its undertakings.
- Provide a communication interface between those who manage and those who are subject to the management of health and safety.
- Subject codes of practice/policies and similar documents to scrutiny prior to approval.
- Consider the Head of Health, Safety & Environment's termly reports and implement any actions necessary to ensure that health and safety standards are maintained.

Acceptance of Responsibilities.

The under mentioned persons acknowledge and accept their responsibilities as defined in this policy.

ROLE	NAME	SIGNATURE	DATE
College Vice-Chancellor, Principal & CEO	Andy Collop		01.10.2026
Head of Health, Safety & Environment	Neil Chatten		01.10.2026

Reference to Other Policies

- Accident and Near Miss Procedure
- Contractors and Self-Employed Procedure
- Asbestos Management Policy
- Working at Height Procedure
- Display Screen Equipment Procedure
- Electricity at work Procedure
- Fire Safety Procedure
- First Aid Code of Practice and Procedures
- Emergency and critical incident procedures
- Hazardous substances Procedure
- Lone worker Procedure
- Personal Protective Equipment Procedure
- Home Farm Health and Safety Policy
- Risk Assessment Procedure
- Code of Research Practice
- Research Governance Standard Operating Procedures
- Work Placement Policy and Operating Procedure (FE & HE)
- Hartpury Terrorism & Protection of Premises Procedure

Freedom Of Speech

As part of this policy, Hartpury reaffirms its commitment to the principles of freedom of speech and academic freedom, in accordance with the Higher Education (Freedom of Speech) Act 2023 and guidance from the Office for Students (OfS). Hartpury will take all reasonably practicable steps to secure the right to express lawful views and engage in open debate without fear of censorship or institutional discipline for staff, students, and visiting speakers. In addition, this policy prohibits the use of non-disclosure agreements (NDAs) in any situation that would prevent staff from speaking out about misconduct, harassment, or other matters of public interest.

Equality, Diversity and Inclusion

As with all Hartpury policies and procedures, due care has been taken to ensure that this policy is appropriate to all members of staff and students regardless of their age, disability, ethnicity, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and transgender status.

The policy will be applied fairly and consistently whilst upholding Hartpury's commitment to providing equality to all. If any employee or student feels that this or any other policy does not meet this aim, please contact the HR Department (staff) or an academic tutor (student).

Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter, holds the Student Minds University Mental Health accreditation and has signed the AoC Mental Charter. Hartpury aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

Schedule of Revisions

Location	Revision	Reason
p.8	Change of dept. name from ICE to ESC	Accuracy
p.9	Addition of information / expectation around statutory inspections under LOLER, PUWER & CoSHH regulations.	Thoroughness / completeness
p.11	Additional text to reflect the BCP process and Mass Alert system in relation to emergencies.	Thoroughness / completeness
p.20	Reference to pother policies: addition of Hartpury Terrorism and Protection of Premises Procedure	Thoroughness / completeness