

Health and Safety Roles, Responsibilities and Organisation

University of Bristol

Health and safety roles, responsibilities, and organisation

1. Introduction

This document supports the implementation of the [University's Health and Safety Policy](#) and forms part of its Health and Safety management system by:

- defining the H & S roles and responsibilities of key individuals and groups.
- outlining the governance arrangements in place and how statutory consultation on H & S matters is undertaken.
- providing clarity regarding the relationship the University has with its wholly owned subsidiaries and the University of Bristol Students' Union, with regards to health and safety.

2. Duty of care

To meet our duty of care to staff, students, contractors, visitors, and those affected by our activities there is a cascade of delegated accountability that runs through the organisation primarily via the line management framework. This is accompanied by a system of monitoring, supervision and feedback that ensures that delegated tasks have been adequately implemented.

These arrangements and the effective management and control of risks to health and safety require that all parties with an influence on how the University operates must meet their duty of care to those who may be affected by their acts and omissions. The level of assurance required should be commensurate with the risk of the activity.



3. Terminology

For the purposes of this document the following terminology and definitions apply:

Health and Safety will be used in its widest possible sense, where a duty of care is established by the Health and Safety at Work Act (HASAWA) 1974 and associated legislation and will include the impact on physical and mental health caused or affected by work (as defined within the HASAWA), occupational health, radiation, biological safety, fire safety, product safety. Food safety will also be included within the definition where appropriate.

Staff will be anyone, whether based in the UK or overseas, who has a contract of employment and will include emeritus staff, those employed through the Temporary Staffing Service (TSS), apprentices & vacation internships.

Student will only include any individual registered as a student with the University.

Visitors will include guests, visiting academics and others with honorary or associate status, work experience and members of the public.

Contractors are persons or companies who are under contract with the University to provide materials or labour to perform a service or to do a job (these can include those persons/companies contracted through the Campus Division or through the Temporary Staff Service).

Workers are individuals who do not have a contract of employment with the University but do undertake work or services for the University under other forms of contract or agreement except where the University is a client or customer of the individual. This may include:

- Honorary/Visiting Academic Status
- Post Graduate Researchers
- Associate Status
- Volunteer workers
- Casual Workers
- Short-term visiting/guest workers

Subsidiaries will be defined as a company wholly owned or controlled by the University. The responsibilities outlined in the document only relate to subsidiaries whose operations create foreseeable risks of injury or ill health.

4. Board of Trustees

The Board of Trustees is ultimately responsible for health and safety and collectively its members must ensure that the University has the organisational arrangements and systems in place to enable the effective management of Health & Safety.

The commitment and authority of the Board of Trustees is set out in the University's Group Health & Safety Policy which includes a statement of commitment signed by the Chair of the Board of Trustees and a policy statement signed by the Vice Chancellor and President.

All Board members will act as 'champions' of health and safety, promoting the benefits of positive health and safety practices and behaviours.

5. Vice-Chancellor and President

The Vice Chancellor and President is the principal executive officer of the University and is accountable to the Board of Trustees for operational implementation of the University's Group Health and Safety Policy. The executive responsibility for health

and safety on a day-to-day basis is delegated by the Vice Chancellor and President to the Deputy Vice Chancellor and Provost and the Registrar.

The Vice Chancellor and President will seek assurance from the Deputy Vice Chancellor and Provost, and the Registrar that health and safety is being managed effectively across their areas of control and that their health and safety responsibilities are being met. This will be done through the governance arrangements outlined later in the document.



6. Deputy Vice-Chancellor and Provost

The Deputy Vice Chancellor and Provost is accountable to the Vice Chancellor and President for the implementation of the University's Health and Safety Policy across the academic faculties and endeavours. This includes the line management of the Deans and Pro Vice Chancellors, with responsibility for health and safety cascaded through the University's management structures.

The Deputy Vice Chancellor and Provost is required to seek assurance from the Deans that health and safety is being managed effectively across their areas of control and that their health and safety responsibilities are being met. This will include assurance relating to:

- Providing leadership and promoting a positive culture.
- Ensuring practices comply with local rules and relevant occupational health and safety policies and procedures.
- Ensuring health and safety related risks are effectively identified and managed.
- Identifying and seeking opportunities to improve the performance of health and safety management systems.

The primary mechanism for seeking assurance and driving improvement in health and safety management is the self-verification assurance assessment process.

7. Pro Vice-Chancellors (PVCs)

Where appropriate PVC's will provide advice and guidance in relation to good H & S management as part of their mentoring role. They will also advocate and champion a positive H & S culture within their individual portfolios, ensuring that Health and Safety risks are considered and effectively managed through the projects and workstreams they oversee.

8. Registrar

The Registrar is accountable to the Vice Chancellor and President for the effective management of Health and Safety within the University's Professional Services and the implementation of the University's Group Health and Safety Policy. This includes the line management of the Executive Director of Education Services and Student Success, Divisional Heads, and all Faculty Managers, with responsibility for health and safety cascaded through the University's professional services management structures.

The Registrar is required to seek assurance from the Executive Director of Education Services and Student Success Divisional Heads that health and safety is being managed effectively across their areas of control and that their health and safety responsibilities are being met. This will include assurance relating to:

- Providing leadership and promoting a positive culture,
- Ensuring practices comply with local rules and relevant occupational health and safety policies and procedures,
- Ensuring health and safety related risks are effectively identified and managed,
- Identifying and seeking opportunities to improve the performance of health and safety management systems.

The primary mechanism for seeking assurance and driving improvement in health and safety management at a School/Service level is the self-verification assurance assessment process.

9. Deans

Deans of Faculties have 2 distinct roles regarding health and safety.

1. The Dean is accountable to the Deputy Vice Chancellor and Provost for the line management of the Heads of School and Centres within their faculty and the implementation of the University's Group Health and Safety Policy. Responsibility for health and safety will be cascaded through their management structure. The Dean is required to seek assurance from Heads of School or Centres and the Faculty Manager that health and safety is being managed effectively across their areas of control and that their health and safety responsibilities are being met. This will include assurance relating to:
 - Providing leadership and promoting a positive culture.
 - Ensuring practices comply with local rules and relevant occupational health and safety policies and procedures.

- Ensuring health and safety related risks are effectively identified and managed.
- Identifying and seeking opportunities to improve the performance of health and safety management systems.

The primary mechanism for seeking assurance and driving improvement in health and safety management at a School level is the self-verification assurance assessment process.

2. The Dean will work in partnership with the Faculty Manager to ensure there is effective collaboration between academic and professional services in the management of health and safety across the Faculty.

10. Faculty Managers

The Faculty Manager will be accountable for the health and safety of Faculty employed professional services staff and will work in partnership with the Dean to ensure there is effective collaboration in the management of health and safety across the Faculty.

Responsibility for health and safety of Faculty employed professional services staff is cascaded down to Schools via School Managers, through the professional services line management structure.

11. Heads of Schools and Centres

The Head of School or Centre is accountable for the health and safety of all staff they line manage and others (including students and visitors) who may be affected by the activities (including study programmes and research) of that School and/or Centre (dependent on whether the Centre sits within the School management structure).

The Head of School will work in partnership with the School Manager to ensure there is effective collaboration between academic and professional services in the management of health and safety across the School.

The Head must make suitable and sufficient enquiries that other duty holders providing services to the School or Centre are adequately meeting their health and safety related duties.

The Head, in liaison with the School Manager, is required to seek assurance that health and safety is being managed effectively across their areas of control and that their health and safety responsibilities are being met. This will include assurance relating to:

- Providing leadership and promoting a positive culture.
- Ensuring practices comply with local rules and relevant occupational health and safety policies and procedures.

- Ensuring health and safety related risks are effectively identified and managed.
- Identifying and seeking opportunities to improve the performance of health and safety management systems.

The primary mechanism for seeking assurance and driving improvement in health and safety management at a School level is the self-verification assurance assessment process.

More specifically the Head must also ensure that:

1. They are aware of the provisions of the University's Group Health and Safety Policy.
2. Roles and responsibilities for H & S within the School or Centre are clearly defined.
3. Staff are consulted on matters that may affect their health and safety including staff who work away from the School or Centre's primary base of activities. This requirement can be satisfied by having a standing agenda item on school or centre senior management meetings, or, where the health and safety risk profile makes it appropriate, to establish a specific school or centre health and safety group. Any such group should meet at least 3 times per academic year.
4. Where appointed, Trade Union Safety Representatives must be consulted concerning the introduction of any measure or activity that the School or Centre undertakes that may affect health and safety and must be invited to attend meetings of the school or centre safety group. The group should have the aim of:
 - Furthering consultation on health and safety issues.
 - Providing a forum for health and safety issues to be aired and resolved.
 - Monitoring health and safety performance.
 - Escalating risks or issues or where appropriate.
 - Seeking assurance that health and safety is being managed effectively.
5. The arrangements for how health and safety is managed within the School or Centre is documented, signed by the Head and communicated to staff. The document must contain:
 - A statement from the Head providing a commitment to Health and Safety within the School or Centre, setting out their accountability.
 - A description of the organisational arrangements for health and safety within the School or Centre, including roles and responsibilities (E.g. School Safety Advisor).
 - Relevant information that sets out how health and safety is managed within the School or Centre, including reference to local procedures and safe systems of work.

The document should not replicate general university policies or guidance but refer to the activities and operations relevant to the school or centre.

1. An annual assessment report is provided to their line manager (Dean/Head of School) providing assurance that health and safety is being managed effectively across their areas of responsibility,
2. An individual or individuals are appointed (dependent on the size and risks associated with the operational activities of the school) to assist them in meeting their health and safety responsibilities.

Depending on the nature of the School's activities the Head of School may be required to undertake more specific actions to meet legislative/regulatory requirements in relation to biological risks, genetically modified organisms and radiation. Safety and Health Services can provide further information and support.

12. Directors of Institutes

Directors of Institutes will be accountable for the health and safety of those staff directly employed by the Institute. If the institute sits within a Faculty structure then the Director will need to provide assurance to the Dean and/or Head of School that H & S is being managed effectively.

Schools will continue to have the primary responsibility for those academic staff undertaking research as part of the work of the Institute.

If the Institute sits outside a Faculty structure then they will need to provide assurance to the appropriate line manager.

13. Divisional Heads

The Divisional Head is accountable to the Registrar for the line management of Heads of Service or Functions within their Division and the implementation of the University's Group Health and Safety Policy. Responsibility for health and safety will be cascaded through the management structure. The Divisional Head is required to seek assurance from Heads of Service or Functions that health and safety is being managed effectively across their areas of control and that their health and safety responsibilities are being met. This will include assurance related to:

- Providing leadership and promoting a positive culture.
- Ensuring practices comply with local rules and relevant occupational health and safety policies and procedures.
- Ensuring health and safety related risks are effectively identified and managed.
- Identifying and seeking opportunities to improve the performance of health and safety management systems.

The primary mechanism for seeking assurance and driving improvement in health and safety management at Division/Service level is the self-verification assurance assessment process.

More specifically the Divisional Head must ensure that:

1. They are aware of the provisions of the University's Group Health and Safety Policy.
2. Roles and responsibilities within the Division are clearly defined.
3. Staff are consulted on matters that may affect their health and safety including staff who work away from the Division's primary base of activities. This requirement can be satisfied by having a standing agenda on Divisional management meetings, or, where the health and safety risk profile makes it appropriate, to establish a specific Health and Safety group. Any such group should meet at least 3 times per academic year.
4. Where appointed, Trade Union Safety Representatives must be consulted on the introduction of any measure or activity that the Division undertakes that may impact on health and safety and must be invited to attend meetings of the Divisions safety group. The group should have the aim of:
 - Furthering consultation on health and safety issues.
 - Providing a forum for health and safety issues to be aired and resolved.
 - Monitoring Health and Safety performance.
 - Escalating risks or issues, where appropriate,
 - Seeking assurance that health and safety is being managed effectively.
5. The arrangements for how health and safety is managed within the Division is documented, signed by the Divisional Head, and communicated to all staff. The document must contain:
 - A statement from the Divisional Head providing a commitment to health and safety within the Division setting out their accountability.
 - A description of the organisational arrangements for health and safety within the Division, including roles and responsibilities (E.g. School Safety Advisor).
 - Relevant information that sets out how health and safety is managed within the Division, including reference to local procedures and safe systems of work.
 - The document should not replicate general university policies or guidance but refer to the activities and operations relevant to the school or centre.
 - An annual report is provided to their line manager (Registrar or Academic Registrar), providing assurance that health and safety is being managed effectively across their areas of responsibility.
 - An individual or individuals are appointed (dependent on the size and risks associated with the operational activities of the Division) to assist them in meeting their health and safety responsibilities.

A Dean, Head of School or a Divisional Head may appoint one or more SSAs (or appoint a team to fulfil the role dependent on the size and risk associated with the operational activities of the school or division). The role of the SSA is to assist them in meeting their health and safety responsibilities and in particular helping to develop and maintain the H & S management system for that School or Division.

It is essential that the right person is appointed to the role and has sufficient resource and support available to fulfil this important role. [Read further guidance on the role.](#) Alternatively, the Head of School or Division can [contact Safety and Health Services](#) for further advice.

14. School or Safety Advisors (SSA)

A Dean, Head of School or a Divisional Head may appoint one or more SSAs (or appoint a team or dedicated safety officer to fulfil the role dependent on the size and risk associated with the operational activities of the school or division). The role of the SSA is to assist them in meeting their health and safety responsibilities and in particular helping to develop and maintain the H & S management system for that School or Division.

It is essential that the right person is appointed to the role and has sufficient resource and support available to fulfil this important role. Further guidance on the role is available via <http://www.bristol.ac.uk/safety/media/gn/ssa-role-gn.pdf>

Alternatively, the Head of School or Division can contact Safety and Health Services for further advice.

15. Managers/Supervisors

Whether working within academia or professional services, anyone who has some level of control or influence over the activities being undertaken by another (including staff, researchers, students, PGTs or PGRs) and how those activities are undertaken, has a responsibility for their health and safety. As a result, they have a duty to ensure that risks associated with those activities are assessed, effectively managed, and controlled.

16. All staff

All staff are responsible for ensuring that they conduct their activities, and those activities over which they have control, in accordance with the University's health and safety policies and procedures and, where relevant, statutory requirements.

They must co-operate with the University, their line manager/supervisor (including Head of School/Centre or Divisional Head) to enable them to meet their H & S responsibilities.



All staff have a legal responsibility to:

- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions (e.g. what they do or fail to do).

- Not intentionally or recklessly interfere or misuse anything which has been provided by the University in the interests of health, safety, and welfare.
- Cooperate with the University to enable it to meet its health and safety responsibilities.

For all staff there is particular duty to consider the health and safety of students, especially where students are carrying out hazardous activities as part of their studies or any other activity under the supervision or control of the University. It is essential that risks associated with these activities are assessed, effectively managed, and controlled before the activity takes place, taking into account the inexperience or other vulnerabilities of students (including possible language barriers).

17. Students

Students have a responsibility to:

- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions (e.g. what they do or fail to do).
- Not intentionally or recklessly interfere or misuse anything which has been provided by the University in the interests of health, safety, and welfare.
- Cooperate with the University to enable it to meet its H & S responsibilities including fitness to practice requirements for students who will be required to work within a healthcare setting.

This is aligned to the Student Disciplinary Regulations.

18. Employed students

Students employed to carry out work on behalf of the University (including demonstrations or tutorial services, campus internships) will be classed as staff. The supervision of employed students should be appropriate to their experience and competence and should be at a higher level than that expected for a more experienced member of staff.

19. Contractors

The University has a duty to provide a safe working environment for contractors working on University managed and controlled property.

The University must take all reasonable steps to ensure that the contractor is competent to undertake the work required in a healthy and safe manner. Contractors working on University managed and controlled property must be informed of University emergency procedures for that property and will be advised of any known hazards for them to work safely and, where relevant, for inclusion within their risk assessments/safe systems of work.

In each case the sponsor of that contractor will be responsible for ensuring the relevant information is made available.

Contractors must comply with the University's Health and Safety policies and procedures and any relevant local rules.

20. Our campus

20.1 Chief Property Officer

In addition to their responsibilities as a Divisional Head the Chief Property Officer is accountable to the Chief Operating Officer in undertaking the role of 'landlord' and ensuring that premises or land it owns and leases are safe and healthy to occupy and use by users/tenants (including where appropriate subsidiaries). This includes:



- The provision of an environment suitable for its intended use (i.e. office, laboratory, workshop, residence).
- Ensuring that the Estate is designed, constructed, and managed in a way that effectively identifies and manages Health and Safety related risks.
- The maintenance and management of buildings and provision of hard and soft facility management services.
- Producing and maintaining building fire risk assessments.
- Managing and maintaining building evacuation and fire prevention systems.
- Statutory testing of building fabric and related systems (e.g. water, gas, electrical systems).
- Seeking assurance that statutory requirements in relation to the Estate are being complied with.
- Informing those estate and building occupiers/users of the actions they may need to take to maintain their health and safety.
- Consulting with building occupiers/users on any changes to the building that may have an impact on their health and safety.
- Seeking assurance that third party accommodation provided for staff or students is safe and meets statutory requirements.

20.2 Building Occupiers

It is the responsibility of the building occupier to ensure that the space allocated to them is used safely and according to its design and expected use.

Overall responsibility of an occupier will normally sit with the relevant Head of School or Divisional Head. However, this responsibility can be delegated to the most senior member of School or Divisional staff based in that building/location.

In particular, the occupier is responsible for:

- Ensuring they communicate and cooperate with other occupiers/users of the building (including visitors) to ensure that risks to health and safety are effectively managed (this can be achieved through a Building Occupiers forum or group).
- Considering the level of first aider coverage and coordination, fire wardens, emergency arrangements, maintenance, and servicing of equipment.
- Consulting with the Chief Property Officer or other landlord (e.g. NHS Trust) when requesting changes to layout, structure or services within the building.
- Informing the Chief Property Officer or other landlord of any building related issues that may impact the Health and Safety of other occupiers/users or visitors.
- Consulting with Campus Division when defining responsibility for managing equipment or services where boundaries may be unclear. E.g. whether they are part of the building or viewed as occupiers equipment.
- Organising and managing work, processes, and equipment to prevent injury or ill health.
- Making provision for welfare or wellbeing facilities beyond those provided as part of the building and its services.
- Authorising, via the Campus Division any building or building services work.

21. Director of Health and Safety

The Director of Health and Safety is the competent person appointed by the University as required by the Management of Health and Safety at Work Regulations. Reporting to the Chief People Officer, the role is to direct and shape the way occupational health and safety is managed across the University, providing professional advice, through a team of subject matter experts, on all matters relating to the occupational health and safety of staff, students, and visitors.

Responsibilities include:

- Developing and overseeing the delivery of the University's vision to make health and safety business as usual.
- Advising on measures to ensure compliance with health and safety related legislation.
- Identifying, initiating, and developing university wide policies and guidance to help manage and mitigate health and safety risks and meet legislation obligations.
- Establishing and maintaining mechanisms that provide assurance that health and safety risks are being managed effectively and legislative obligations are being met.
- Establishing and delivering effective mechanisms to enable all staff and students to understand their roles and responsibilities and are competent to work safely.

- Issuing of internal improvement notices if a situation is so dangerous as to endanger life or cause serious damage to the University.
- Overseeing occupational health services to staff and defined student groups.
- Acting as the Accountable Manager as required by the Civil Aviation Authority in respect of the safe operation of drones/UAVs.

22. Executive Director of Education services and student services

The Executive Director of Education Services and Student Success has overall responsibility for the following:

- Supporting and advising Schools in identifying, assessing, and managing risks relating to the mental health and wellbeing of their students associated with their operations and activities.
- Developing and implementing a range of services that support the mental health and wellbeing of students.
- Providing pastoral support (which will include health and safety) for students living in University accommodation.

23. Local (or deputy) Biological Safety Officers (BSO)

- These posts are appointed by a Head of School to coordinate and communicate biorisk management requirements and assist the University BSO within their area(s) of appointment.
- They are a member of the Biological and Genetic Modification Safety Committee (BGMSC) and coordinate information and recommendations regarding biorisk assessment between the committee and principal investigators working with hazardous biological materials and GMOs.

24. Radiation Protection Supervisors

These posts are appointed by the Head of School to undertake the following:

- Be familiar with the relevant statutory provisions, as interpreted in the University's Work with Ionising Radiation policy, as far as these affect the School / Service, and the School's / Service's own local rules for radiation protection.
- Providing advice to members of the School on radiation protection and advising the Head of School on compliance with relevant legislation and on the formulation and revision of local rules and safe systems of work.
- Liaising with the University Radiation Protection Advisor on matters of radiation protection.

25. Governance arrangements

The following sections set out the arrangements in place for how Health and Safety is governed at a University level.

25.1 Board of Trustees

The Board of Trustees is ultimately responsible for health and safety and collectively its members must ensure that the University has the organisational arrangements and systems in place to enable the effective management of Health & Safety. The commitment and authority of the Board of Trustees is set out in the University's H & S Policy which includes a statement of commitment signed by the Chair of the Board of Trustees and a policy statement signed by the Vice Chancellor and President.

The Board will delegate their responsibilities through the Vice Chancellor and President to the University Executive Board.

25.2 University Executive Board (UEB)

The UEB will meet the responsibilities delegated to them by the Board of Trustees by:

- Ensuring that the University has organisational arrangements and systems in place for Health and Safety to be effectively managed.
- Seeking assurance that Health and Safety is being managed effectively.
- Implementing the key objectives of the University's Group Health and Safety Policy.

25.3 Executive Health and Safety Group

The Executive Health and Safety Group is a forum which advises the Deputy Vice Chancellor and Provost, Chief Operating Officer, and the Registrar on matters of health and safety. This includes:

- Acting as a forum for discussion, deliberation, and formation of plans of work, policies, and strategies.
- Considering a range of management information including performance indicators, assurance and compliance data, notification of issues or risks, outcomes of audits and accident/near miss statistics and trends.
- Considering and endorsing the University's Annual Health and Safety Report.

Members of the Group are:

- Vice Chancellor & President
- DVC & Provost
- Registrar
- Chief People Officer
- Chief Property Officer
- Director of Health and Safety

The Group is chaired by the Vice Chancellor and President and formally reports to the University Executive Board.

25.4 Health and Safety Consultative Committee

The functions of the Health and Safety Consultative Committee are:

- To be the statutory consultative committee as required under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.
- To be a forum for consultation on health and safety policies.
- To monitor H & S performance.
- To escalate concerns over workplace hazards or unsafe practices.
- To be a forum for sharing appropriate H & S information.

Formal committee meetings do not have to be scheduled but key staff can be called upon to meet when dictated by circumstances that require consultation. Subject specific meetings will continue where common risks or themes are identified.

Reporting procedures

Where appropriate the Executive Health and Safety Group will receive copies of meeting minutes for information only.

25.5 Biological and Genetic Modification Safety Committee (BGMSC)

The BGMSC oversees and reviews the implementation of the University's biorisk management policies and procedures designed to enhance and mitigate biosafety and biosecurity.

Formal oversight is required by the BGMSC before gaining consent from the regulator for any work involving the acquisition, use, storage, transport and disposal of genetically modified organisms (GMO) and other specified biological agents is commenced.

The Committee is chaired by the University's Biological Safety Officer (BSO). The BSO reports directly to the Director of Health and Safety.

[Biorisk management – Policies procedures and resources](#)

25.6 Faculty/Divisional Safety Groups

Faculties, Divisions, Schools, and Services have their own governance arrangements in place based on several factors including size and risk profile. Where applicable such arrangements should be outlined within the School or Service local rules document. As such not all Schools or Services require a standalone H & S group or forum but should at least have a forum in which H & S is or can be discussed.

Safety and Health Services attend several Faculty, Division, School, and Service H & S meetings and are a conduit to share best practice, risks, and themes.

26. Subsidiaries

The University of Bristol will treat each of its wholly owned subsidiaries as autonomous and expect them to properly manage Health and Safety themselves and have an effective management system in place which is aligned to its undertaking

and risk profile. However, the University recognises that it should seek assurances that such systems are in place and how effectively they are working.

Each subsidiary is required to:

- Align with the University's Group Health and Safety Policy.
- Provide the University on an annual basis evidence that they have a Health and Safety Management system in place (H & S Policy & statement of commitment, including roles and responsibilities for implementing the policy and how performance is monitored).
- Provide the University on an annual basis evidence of how effectively their Health and Safety Management system is operating (Audit/assessments, relevant accreditation, Annual report, minutes of Board meetings etc.)
- Obtain its own competent health and safety knowledge and advice. Details of which should be included within its management system.
- Explain how it will address any issues highlighted as a significant concern or reputational risk.
- Monitor and review any programme of statutory inspections of subsidiary owned plant and equipment undertaken through the University's insurers. This will not be carried out by the University.
- Address any defects or issues concerning subsidiary owned assets highlighted through statutory inspection undertaken through the University's insurers. This will not be carried out by the University.

Safety and Health Services will:

- Communicate with the Chairs of Boards of subsidiaries or their representative/s setting out the above requirements.
- Review the evidence only. It will not provide feedback or comment to the subsidiary unless the evidence highlights a significant concern or reputational risk.
- Present results of the review to the Executive Health and Safety Group.
- Require the subsidiary to explain how it will address any issues highlighted as a significant concern or reputational risk.
- Not provide the subsidiary with any direction on how it will deal with any issue highlighted.

27. University of Bristol Students' Union

The University of Bristol will treat the University of Bristol Students' Union as autonomous and expect them to properly manage Health and Safety themselves and have an effective management system in place which is aligned to its undertaking and risk profile.



However, the University recognises that it should seek assurances that such systems are in place and how effectively they are working.

The Students' Union is required to:

- Align with the University's Group Health and Safety Policy.
- Provide the University on an annual basis evidence that they have a Health and Safety Management system in place (H & S Policy & statement of commitment, including roles and responsibilities for implementing the policy and how performance is monitored).
- Provide the University on an annual basis evidence of how effectively their Health and Safety Management system is operating (Audit/assessments, relevant accreditation, Annual report, minutes of Board meetings etc.)
- Obtain its own competent health and safety knowledge and advice. Details of which should be included within its management system.
- Explain how it will address any issues highlighted as a significant concern or reputational risk; Monitor and review any programme of statutory inspections of the Students' Union owned plant and equipment undertaken through the University's insurers. This will not be carried out by the University.
- Address any defects or issues concerning subsidiary owned assets highlighted through statutory inspection undertaken through the University's insurers. This will not be carried out by the University.

Safety and Health Services will:

- Communicate with the Students' Union setting out the above requirements.
- Review the evidence only. It will not provide feedback or comment to the subsidiary unless the evidence highlights a significant concern or reputational risk.
- Present results of the review to the Executive Health and Safety Group.
- Require the Students' Union to explain how it will address any issues highlighted as a significant concern or reputational risk.
- Not provide the Students' Union with any direction on how it will deal with any issue highlighted.

28. Trade Union and Safety Representatives

The University recognises the importance of Trade Unions in maintaining an effective health and safety management system and is committed to consultation and ongoing dialogue.

Formal consultation on health and safety matters will be through the Health and Safety Consultative Committee. Where appropriate school or service safety groups also provide opportunity for consultation and contribution to the management of health and safety.

The University shall make available to safety representatives the information, within the employer's knowledge and if reasonable to do so, necessary to enable them to fulfil their functions except:

- any information which it could not disclose without contravening a prohibition imposed by or under an enactment; or
- any information relating specifically to an individual, unless they have consented to its being disclosed; or
- any information the disclosure of which would, for reasons other than its effect on health, safety, or welfare at work, cause substantial injury to the employer's undertaking or, where the information was supplied to them by some other person, to the undertaking of that other person; or
- any information obtained by the employer for the purpose of bringing, prosecuting, or defending any legal proceedings.

The University is not required to produce or allow inspection of any document or part of a document which is not related to health, safety, or welfare.

Document name	Health and Safety Roles, Responsibilities and Organisation
Version	April 2023
Previous review dates	November 2015
Legislation/related documents	Health and Safety at Work etc Act 1974 Management of Health and Safety at Work Regulations 1999 University Health and Safety Policy and Statement
Governing document	University of Bristol Health and Safety Policy
Document owner	Jason Parr, Director of Health and Safety
Document approved by	Executive H & S Group
Lead contact	Jason Parr, Director of Health and Safety