

HEALTH AND SAFETY POLICY

1 Health and safety statement of intent and objectives

1.1 Purpose and Context - Health and safety statement of intent

The University will:

- Take all reasonable care in the conduct of its activities and the provision of its facilities to ensure the safety, health, and wellbeing of its members of staff, students, associates, visitors, and others who may be affected.
- Ensure necessary resources are made available, as far as is reasonably practicable, to deliver effective health and safety risk management.
- Ensure clear structures with appropriate levels of health and safety responsibility are assigned and understood
- Ensure effective dissemination and communication of, and consultation on, matters of safety, health and wellbeing.

1.2 Scope - Health and safety objectives

In carrying out successfully its statements of intent, the University will deliver and maintain its health and safety objectives of:

- (a) Providing and maintaining a safe and healthy environment for all.
- (b) Individual acceptance of, and commitment to, health and safety being integral to all activities.
- (c) Ensuring the necessary information, instruction, and training to carry out health and safety responsibilities competently.
- (d) Fulfilling, as a minimum, its statutory and common law duties of care.
- (e) Embedding and applying effective health and safety risk management practices.



Professor R Cryan CBE DL
Vice-Chancellor

26th November 2025

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2 Roles, Accountabilities and Responsibilities

2.1 General Responsibilities

All members of staff, students, contractors, and other stakeholders have a general legal duty to comply with health and safety rules and procedures. They must not take actions that could harm others or interfere with equipment that is provided for health and safety or fire safety reasons. Most members of staff will have specific health and safety requirements in their job description. Staff and students have a duty to undertake mandatory University wide training and role specific training as appropriate. Key responsibilities for key senior members of staff and stakeholders are listed below.

2.2 University Council

University Council has the ultimate accountability for health and safety and collectively must ensure that the University has the necessary arrangements and systems in place for the effective management of health and safety.

2.3 Vice-Chancellor

The Vice-Chancellor has ultimate accountability for health and safety and reports to University Council on implementation of the health and safety policy.

2.4 Deans and Directors

Deans and Directors have overall accountability for health, safety and wellbeing within their School or Service.

2.5 University Secretary

Day-to-day operational health and safety matters are delegated to the University Secretary, who also Chairs the University's Health and Safety Committee. They must ensure that suitable arrangements are in place for the management of Health and Safety.

2.6 The Head of Health and Safety

The Head of Health and Safety is formally appointed as 'the competent person' for the University and is responsible for managing a team that meets the needs of the University.

Where action is required to prevent serious imminent risk to health or safety the Head of Health and Safety has the authority to take emergency mitigating action on behalf of the Vice-Chancellor.

The Head of Health and Safety is responsible for ensuring adequate arrangements are in place to manage health and safety and to formally monitor health and safety performance on behalf of the University.

2.7 Director of Estates & Facilities

The Director of Estates & Facilities has specific accountability for management of the University Estate and associated risks. This includes (but is not limited to):

- Asbestos
- Legionella
- Grounds safety across the estate
- Gas Safety (mains gas)
- Electrical Safety of the fixed electrical system
- Maintenance of key items of fixed plant and equipment, such as passenger and good lifts and heating systems

They Act as the 'Responsible Person' for the University under the Fire Safety (Regulatory Reform) Order in respect of assessing the suitability, on-going inspection, testing and maintenance of:

- Fire detection and warning systems
- Fixed fire-fighting systems
- Emergency lighting systems
- Fire compartmentalisation and separation

2.8 Health, Safety and Compliance Manager (Estates and Facilities)

Manages and is responsible for monitoring the areas of risk listed above on behalf of the Director of Estates & Facilities.

3 Arrangements for Health and Safety

3.1 Asbestos

The Director of Estates and Facilities will ensure the necessary arrangements are in place for managing the risks associated with any asbestos or asbestos containing materials present within the fabric or services of the University's buildings or grounds. The Health, Safety and Compliance Manager, has oversight of asbestos registers for each building that contain asbestos and ensures that it is appropriately managed. Contractors must be shown the asbestos register for the relevant building(s) before they commence any maintenance, fitting or construction work. If any member of staff or contractor suspects they have disturbed any asbestos containing substance they must cease working, evacuate the area, and contact the Health, Safety and Compliance Manager and/or the Office of Health and Safety immediately.

3.2 Committees, consultation, and communication

A separate document describing the University's arrangements for health and Safety Committees can be obtained from the University Secretary.

The University recognises the vital role that Trades' Union safety representatives and elected safety representatives have in assisting it to ensure the health, safety, and wellbeing of those affected by its activities.

The University will ensure that Trades' Union safety representatives and elected safety representatives are consulted regarding, amongst other things:

- The introduction of, or significant changes to, any measures or arrangements that may substantially affect safety, health, and wellbeing
- How we ensure competent persons are appointed to assist the University with matters of health and safety
- Any health and safety information the University is required to provide under the relevant statutory provisions
- The planning and organisation of health and safety training
- The health and safety consequences of introducing new technologies.

Trades' Union safety representatives and elected safety representatives:

- Shall carry out their functions as a safety representative in accordance with the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations as appropriate
- Shall make any representations on matters affecting health and safety that arise from investigating hazards, dangerous occurrences, accidents, or concerns raised, to the Dean, Director, or Head with responsibility for the area. The Head of Health and Safety must also be made aware of any such representations.
- When intending to undertake an inspection of a workplace, as entitled to do so by the Safety Representatives and Safety Committees Regulations, give reasonable notice of their intention to do so. They will then work with the relevant staff in the School/Service and the Office of Health and Safety to ensure that any defects/actions that are identified are dealt with in a timely and appropriate manner and in line with the requirements of the Health and Safety at Work Act and all associated regulations.

3.3 Contractors

Before engaging any contractor, the relevant School or Service will be assured that the contractor is competent in respect of both the carrying out of the requested works and the management of the associated health and safety risks. BlueZone is the online system that the University uses to monitor this process.

- Contractors will have in place the relevant insurances whilst undertaking the respective works.
- Generic RAMS and Job Specific RAMS to be in place
- Completed any requested online induction from Bluezone
- Supply any relevant qualifications
- Those acting as nominated representatives by their Schools and Services when engaging contractors will have the required competencies and authority to undertake that role effectively.
- All necessary health and safety information etc. will be issued to contractors ahead of and during the works for which they have been engaged.
- Contractors' health and safety performance will be monitored. Any issues or concerns raised will be formally followed up with the respective contractor by the School or Service's nominated representative. Formal two-way feedback will take place where this is deemed appropriate.
- The Directorate of Estates and Facilities will be notified of any proposed contractor activity that includes:
 - Fixing into, or the alteration of, a building's fabric, whether internal or external
 - Alterations to building service supplies or accessing plant rooms
 - Breaking into, or excavating within, the campus grounds
 - Impacting on campus pedestrian routes or roadways.

Further guidance can be obtained from the Health, Safety and Compliance Manager.

3.4 Display Screen Equipment (DSE – computer workstations)

Display screen equipment assessments and guidance can be found on the University's Occupational health webpages. <https://staff.hud.ac.uk/oh/>

3.5 Driving at work

Work-related road safety risks – whether associated with driving whilst on University business or activities placing individuals within or immediately adjacent to roads – will be considered through general or, if appropriate, separate specific risk assessment processes. Staff will be made fully aware of the measures in place, including their personal responsibilities, for managing work-related road safety risks. Employees using their own private cars on University business must have a valid driving licence and must ensure they have adequate insurance cover for business use. Line managers and/or budget holders must ask to see the insurance certificate before the car is used at work and a claim made. Full details can be found in the [Expenses and Benefits Policy](#)

3.6 Electricity at Work

The main electrical system is tested every five years by an external contractor appointed by Estates and Facilities.

Schools and Services are responsible for maintaining a register of portable electrical equipment and this must be maintained in line with an inspection schedule (PAT) that complies with the Electricity at Work Regulations and HSE guidance.

Any electrical equipment brought from home by students or employees should not be used in the University unless it has been included in the inspection schedule of the School / Service.

All electrical equipment must only be used for its intended purpose and users are responsible for the safe management of equipment including cables. Visual checks should be made before use of any portable item including laptop trolleys, and particularly their power cables for damage.

3.7 Events on Campus

Where facilities are made available for public, private or externally organised events, the necessary arrangements, including a suitable and sufficient risk assessment, must be completed by the person in over all control of the event. . Model risk assessments are available on the Office of Health and Safety web pages <https://staff.hud.ac.uk/healthandsafety/>

3.8 Fieldwork and Site Visits

Fieldwork activities and visits to third party premises will be subject to suitable and sufficient risk assessment processes, the findings of these assessments fully communicated to those who will be undertaking the activities or visits.

Where any transport is organised by the School or Service as part of the trip arrangements will ensure:

- The requirements for legality to drive, condition of vehicle and level of insurance cover when using private vehicles on University business have been met
- Vehicles hired are through the University's provider and any driver is legally entitled to drive, and is competent in driving that particular vehicle
- Reputable transport providers are engaged and that they have the correct insurance

3.9 Fire: Precautions and Emergency Procedures

The University has arrangements in place to ensure that fire safety is adequately managed in our buildings. This includes:

- Fire Strategies
- Fire Evacuation Procedures
- Fire Risk Assessments
- Fire Extinguisher Deployment
- Coverage of Buildings by Fire Wardens and Marshalls
- Personal Emergency Evacuation Plans for students and staff with reduced mobility
- Fire Evacuation Practices

Further details can be found on the Office of Health and Safety web pages
<https://staff.hud.ac.uk/healthandsafety/>

3.10 First Aid Arrangements

Adequate first aid arrangements in place for activities and facilities under the respective School or Service's control. First aid personnel will have received the necessary training and refresher training including, where appropriate, to ensure any qualifications are kept up to date. The training of all first aiders is monitored by the Office of Health and Safety.

3.11 Gas Safety

Employees using gas appliances should take particular care to check the equipment before, during and after use. Gas installation and appliances must be annually inspected and maintained by Gas Safe certified contractors and certification is recorded by the Health, Safety and Compliance Manager. External contractors are appointed by the Mechanical Team to ensure competency and relevant qualifications to undertake works.

3.12 Hazardous Substances

Hazardous materials will be kept to a minimum and no employee or student should use hazardous materials without the knowledge required to work safely.

COSHH risk assessments will be completed for all hazardous substances used or stored on site, including details of safe disposal. Further guidance and a model risk assessment can be found on Office of Health and Safety web pages <https://staff.hud.ac.uk/healthandsafety/>. A hazard data sheet must be obtained for hazardous substances that the University purchases from a third party. A register of the hazardous substances used/stored or created will be kept by each school/service.

School and Services should avoid the use of pesticides. If needed, a COSHH assessment will be undertaken, and certification may be required.

3.13 Health Surveillance including HAVS (Hand Arm Vibration)

Health surveillance requirements are considered as part of the staff induction process and during the relevant risk assessment processes. Staff are made aware of health surveillance requirements and the procedure to follow when health surveillance needs, or potential needs, are identified. Further information can be found on the Occupational Health Web pages: <https://staff.hud.ac.uk/oh/health-surveillance/>

3.14 Home Working

Staff working at home may still be exposed to risks associated with their work activity, such as the use of DSE equipment and stress. The normal procedures outlined in this policy and associated procedures should be followed. If any concerns arise, they should be discussed with the individual's line manager.

Further details can be found here: <https://staff.hud.ac.uk/hr/hybrid-working/>

3.15 Incident, Accident and Near Miss Reporting and Recording

All staff within individual Schools and Services need to be aware of the importance of reporting incidents, irrespective of circumstances. They also need to know how to report incidents through the University's systems :

[Incident Reporting System](#)

Each School or Service must allocate clear roles to ensure key members of staff become aware of an incident as soon as it is reported and processed by the Office of Health and Safety.

As and when appropriate, investigations will take place (with the assistance of the Office of Health and Safety for more serious incidents). Any follow-up actions will be followed through in a timely manner and monitored if appropriate.

If there are wider implications for the University the Office of Health and Safety will work with the School/Service with a view to communicating across the University and taking any necessary actions.

3.16 Legionella

The University manages the risks associated with legionella bacteria in the design, operation and maintenance of hot and cold-water systems, air conditioning and similar systems. The systems are monitored, and appropriate testing of water systems takes place. Appropriate records are maintained by the Health, Safety and Compliance Manager on the Bluezone system.

3.17 Lifting operations

Any lifting equipment must be notified to the Health, Safety and Compliance Manager. to determine whether the respective statutory requirements for inspection and maintenance, thorough examination and testing apply.

The statutory inspection and testing of relevant lifting equipment and pressure systems, and the maintenance of the associated registers and records is undertaken by our Insurers (Zurich) and is overseen by the Health, Safety and Compliance Manager. The School's and Services have prime responsibility for maintenance and arranging inspection with Zurich for equipment under their control. Records are kept on Crimson. The Health and Safety Compliance Manager co-ordinates with schools to ensure Zurich visits take place.

3.18 Lone Working

There will be some situations where employees will be working alone or one-to-one with a student. Examples of this would be Campus Support Officers locking up the buildings at the end of the day, or one-to-one invigilation of examinations. There is an increased risk to the health and safety of lone workers and the University has provisions in place to both identify and manage these risks.

Any employees, students, contractors, or visitors who are identified as lone workers will be given all the necessary training, information, and instruction to enable them to recognise the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out taking into account any risk of violence.

Communication – When lone working employees are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group
- Always carry a mobile phone when lone working
- Let someone know the nature of the work and how long they expect to be

3.19 Manual Handling

Each School/Service operates in accordance with the Manual Handling Operations Regulations (1992).

'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling, or restraining an object or person. Each school or service will provide information, instruction, and training on safe manual handling for day-to-day tasks. The need for employees to undertake any manual handling operations at work which involve a risk of injury will be minimised.

Manual handling risk assessments are to be carried out by those responsible for managing the activity and measures required to eliminate risk, or reduce it to the lowest level, which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. Where appropriate, individuals can assist by considering whether changes can be made to their work organisation (e.g. storage arrangements).

All steps will be taken to reduce the risk of injury including:

- Storing items appropriately
- Lifting and moving of objects with mechanical devices where possible
- Ensuring equipment is appropriate for the task
- Instruction and training in correct methods and limitations e.g. for assisting disabled persons
- Not lifting or attempting to lift or move a load which is too heavy to manage comfortably
- Asking for assistance from a colleague.

3.20 Noise at Work

Exposure to excessive noise levels may occur in Schools and Services. Where there is any reason to suspect that the lower exposure action value of 80db(A) (average daily or weekly average exposure) may be exceeded the School or Service will arrange for further investigation and monitoring. They will then identify appropriate control measures including reducing noise levels, health surveillance and/or personal hearing protection.

3.21 Overseas Visits

Overseas travel is covered by a separate policy which can be found on the insurance webpages, together with model risk assessments and guidance. <https://staff.hud.ac.uk/finance/insurance/>

3.22 Personal Protective Equipment (PPE)

PPE will not be the 'first line of defence' and Schools and Services will seek to reduce risks in other ways, such as using safer processes/substances. Appropriate personal protective clothing and equipment will be provided to members of staff, researchers, and students (as part of their studies) free of charge where risk assessments dictate that it is required.

Processes must be in place locally for:

- Issuing of new and replacement PPE
- Inspection and maintenance of PPE
- Reporting any defects and obtaining replacements
- Storage of PPE
- Training and awareness for, and resultant monitoring of, members of staff, researchers, and students to ensure PPE is used correctly and remains an effective risk management measure.

3.23 Pregnancy and New Mothers

Staff - the process for managing the safety of pregnant and new mothers is managed by HR and risk assessment forms are sent to managers when a member of staff informs their manager/HR that they are pregnant.

Students – the process for managing the safety of pregnant and new mothers is managed by their personal academic tutor with support from the Student Engagement and Attendance Monitoring Team.

3.24 Radiation

The University has appointed a Radiation Protection Adviser (RPA) as required by the relevant regulations. Each school that currently holds radioactive substances or equipment capable of generating ionising radiation has an appointed Radiation Protection Supervisor (RPS). The appropriate rules and procedures as required by law are followed locally under the supervision of the RPS and following the advice of the RPA. If an emergency arises (such as an actual or potential leak or loss) the RPA will be contacted

immediately, and the Office of Health and Safety will support the relevant School. An up-to-date register of radioactive substances/generating equipment is kept by the University.

3.25 Risk Assessments

Suitable and sufficient assessments will be in place for activities giving rise to significant risks to the health and safety of members of staff, researchers, students, and others who could be affected. The resultant measures identified by these assessments to manage, including mitigation of these risks will be implemented. Templates and guidance can be found on the Office of Health and Safety web pages <https://staff.hud.ac.uk/healthandsafety/>. Monitoring mechanisms will ensure the risk management measures are in place and remain valid. The key findings will be communicated to members of staff, researchers, students, and others to who the respective assessments relate, including their roles and responsibilities in the successful delivery of risk management measures.

Risk assessments will be reviewed annually, or earlier if circumstances change. Where appropriate they are revised to ensure they are still valid. The University's electronic records and document management system is used to store risk assessments. Each School/Service should have a register of risk assessments so that they can be monitored and reviewed appropriately. Risk assessments will also be reviewed as part of the University's internal and external audit processes.

3.26 Stress at Work

There is a separate policy for stress at work which can be found on the Occupational Health Web Pages, <https://staff.hud.ac.uk/oh/>

3.27 Training

Students, staff, and researchers will receive the necessary levels of health and safety information, instruction, training, and awareness to enable competency in carrying out their work, research, and study-related activities. This may include specialist training depending upon the type of work undertaken and the level of risk associated with the work.

Local systems will ensure any new members of staff are identified so that they receive a health and safety induction within two weeks of commencing employment and key information (e.g. emergency procedures) is conveyed on their first day.

New researchers and students will receive suitable and sufficient health and safety inductions at the earliest opportunities on commencement of their studies.

The University's electronic records and document management system will be used for the retention of health and safety training-related documentation (e.g. attendance lists, session content) where such training has been self-organised or delivered. Further information can be found on the Office of Health and Safety web pages <https://staff.hud.ac.uk/healthandsafety/>

3.28 Violence at work (to Employees)

It is the policy of the University to reduce, as far as is reasonably practical, the risk of violence to staff and students. Records of incidents of violence will be kept. Support is provided to students and staff around matters arising following a violent incident.

3.29 Working at Height and Ladders

- The main categories of working at height are:
 - working above ground or floor level
 - where there is a risk of falling from an edge, through an opening or fragile surface
 - where there is a risk of falling from ground level into an opening in a floor or a hole in the ground
 - the use of 'access equipment' - such as step ladders, kick stools (sometimes called daleks or elephants feet), ladders, scaffold towers, mobile elevated working platforms, scissor lifts.
- A risk assessment will be carried out for any activities that involve working at heights.
- Employees must not generally stand on furniture to work at height.
- All ladders used in schools must be of an industrial classification 1 (BS203) for heavy industrial use or 2 (BSEN131) for light trade use

- A ladder register will be kept, and an appropriate maintenance programme will be implemented.
- Low step ladders (no more than 3 steps) and kick stools can be used by employees once they have signed to confirm they have read and understood the risk assessment for working at heights
- Appropriate formal training and/or certification must be in place for all other types of working at height including
 - PASMA (for mobile platforms)
 - IPAF (for powered access equipment, such as scissor lifts)
 - Fall arrest systems

3.30 Work Equipment/Statutory Inspections (including pressure systems)

- Where work equipment presents significant risks to health and safety a risk assessment will be in place
- Work equipment delivering or storing contents under pressure will be notified to the Health, Safety and Compliance Manager. They will oversee the statutory inspection and testing of relevant pressure systems, and the maintenance of the associated registers, which are kept by our insurers, Zurich. Schools and services are responsible for ensuring that equipment is included in the registers and that the equipment is properly used and serviced between inspections.
- Members of staff, researchers, students, and others, where relevant, will receive the necessary information, instruction, training, awareness, and supervision to ensure continuing competent use of work equipment.
- Equipment will be subject to appropriate inspection and maintenance, the frequency and extent of which shall be determined by:
 - Statutory requirements or
 - Risk assessment and management processes.
- Training and awareness for members of staff, students, and others in the safe use of equipment, and the resultant monitoring to ensure continuing application of that training and awareness is a local responsibility.
- Any members of staff that uses equipment that could result in Hand Arm Vibration (HAVS) (such as mowers) will be subject to a separate assessment and monitored by Occupational Health as appropriate.

3.31 Young People at Work

Definitions

Young person - “Anyone under the age 18”; and

Vulnerable adult – “An individual aged 18 or over who may be unable to take care of themselves, or unable to protect themselves from significant harm”

Emergency care situations

Where a parent, guardian or carer seeks to bring a young person or vulnerable adult onto campus because alternative care arrangements are not possible, it must be considered only as:

- a last resort
- a temporary arrangement.

In such instances:

- authorisation must be granted by the Dean, Director or person having delegated authority
- supervision will be the responsibility of the parent, guardian, or carer.

Young persons and vulnerable adults will be prohibited access to:

- science and engineering laboratory or workshop environments
- areas where the respective Dean, Director or Head deems those high-risk activities (e.g. involving powered machinery, hazardous substances) are present.

N.B. This prohibition does not apply if in the case of open days or other strictly controlled and supervised events with appropriate risk assessments in place.

At work (including work experience and placement schemes)

Where young persons or vulnerable adults are employed, or engaged on work experience or placement schemes, local procedures and arrangements will ensure:

- relevant risk assessments, and resultant risk management measures are in place, considering the young persons or vulnerable adults
- mechanisms are in place for those young persons or vulnerable adults to receive the necessary health and safety information, instruction, training, and supervision.

For work experience and placement schemes the necessary health and safety information will be communicated to the third parties with whom the respective schemes have been organised with.

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
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Privacy Impact Assessment:	Not Applicable
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Author:	Head of Health and Safety
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Compliance Measures:	Policy owner to ensure compliance checks identified at the outset are still fit for purpose.
Related Policies/Procedures:	

REVISION HISTORY			
Version	Date	Revision description/Summary of changes	Author
V1.0	Nov 2018	Complete review and revision of policy	Health and Safety Adviser
V2.0	Mar 2020	Section 3.8.3 added following University Health and Safety Committee recommendation (11/10/2019) and Senior Leadership Team approval (05/12/2019)	Health and Safety Adviser
V2.1	Apr 2022	Removal within 'Contents' section of introductory page of reference to Appendix A. 'Date of Review' changed to 21/11/2022	Health and Safety Adviser
V2.2	31 Jul 2022	Changes considered and accepted by University Health and Safety Committee (UHSC) on 05/07/2022 and approved by University Senior Leadership Team (USLT) on 08/07/2022.	University Secretary
V3.0	Oct 2022	Full periodic review of policy. Changes considered and accepted by UHSC on 11/10/2022 and approved by USLT on 20/10/2022.	Health and Safety Adviser
V4.0	June 2025	Extensive re-write	Head of Health & Safety