**Health** **and Safety Strategic Plan 2030**

We are committed to providing a safe and healthy environment for our University Community and those who visit us through commitment at all levels within the University.

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|  | **Where are we now?** | **Where do we want to be?** |
| **Demonstrate Safety Leadership** | * Leadership in health and safety is demonstrated through our H&S Committee structure with an agenda item on People Committee, Executive member chairing the University Health, Safety and Wellbeing Committee and Deans chairing their School H&S Committees * Health and Safety Leadership training started and attended by People Committee members and University Executive Group * Managers health and safety session within People Manager’s Pathway * Health, Safety and Wellbeing Policy signed by the Principal and requires review * H&S is considered as part of strategic/core decision-making process | * Leaders and managers are confident about and understand their roles and responsibilities in relation to health and safety * Have an ongoing programme of Health and Safety training for all levels of management that is flexible enough to enable provision when new people start or are promoted and meets our KPI of 90% completion rate * Health, Safety and Wellbeing Policy revised and signed by new Principal * H&S is built into strategic/core decision-making process |
| **Risk Management and robust systems** | * Health and safety management system in place that aligns to HSG 65 * Health and Safety Profile and Risk Register and findings from annual review fed back in to support continuous improvement * Strategic Framework for a University-wide approach to Health and Wellbeing approved by University Executive Group * Lack of measures in place to evaluate our health and safety management system with last Health and Safety Audit Programme completed in 2017 * University Health and Safety Key Performance Indicators (Quantitative) developed and implemented on a phased basis. Reported within Annual H&S Report to People Committee, UEG and HSW Committee * Health and Safety Policy and procedures in place for the majority of hazards * Online workstation training and assessments available for new starts and staff with discomfort * School Deans and Directors submit an Annual Health and Safety Report to demonstrate H&S management status within their areas of responsibility * Paper based systems for University wide processes such as accident reporting, general and specific risk assessments and local oversight of health and safety documentation | * A robust audit programme in place to evaluate performance and identify continuous improvement * Evaluate and measure the impact of our health and safety performance through an agreed set of quantitative and qualitative KPI’s * Procedures and/or guidance available for all our hazards to ensure staff can access the relevant information * Revised process in place for workstation training and assessment to support staff, particularly those with health conditions * Higher risk local areas have KPI’s in place and report on these * Robust process and KPI’s in place for Hazardous substances (or Scientific Hazards) eg. Rad, Bio, Chemical * That each School/Dept has a risk assessment log that identifies the significant risks within their areas of responsibility * IT systems in place for University wide processes and improved University oversight of documentation and management of H&S |
| **Learning and Development** | * Training for staff made available when requested and resources are available * Training matrix in place but requires a refresh * Health and safety included within the staff induction programme * Workstation training (online and mandatory) for new staff and staff with discomfort * Training spreadsheet to record all health and safety training and limited measurement for completion of training although some KPI’s have been set * Evaluation form available to measure benefit gained from training | * Revised and sustainable health and safety training and competency framework in place that meets our risk profile * Improve health and safety culture by providing required training for staff roles and new staff on starting the University * Staff receive required training for their role and understand the risks faced * New staff receiving all mandatory training within one week of starting (including H&S induction, fire safety awareness) * Improved measurement capabilities through an IT system to record, track and report on all health and safety training and provide assurance on completion rates * System in place to ensure consistent evaluation of the training provided |
| **Campus Safety and Resilience** | * Paper-based system for contractor management and permit to work * Emergency procedures in place to respond to incidents including fire alarm activations and first aid provision. * Campus compliance assurance through planned preventative maintenance. * Suitable and sufficient risk assessments in place for campus operations. * Business continuity arrangements in place and exercised. * Fire safety procedures in place. | * Online contractor management systems. * Revised emergency arrangements taking into consideration requirements from incoming Terrorism (Protection of Premises) Bill. * Long term asset management approach to legislative compliance within the Estate. * Fire safety awareness training implemented for new starts and refresher for all existing staff. |
| **Health and Safety in GCU Values and Behaviours** | **Integrity:**   * Strive to make a positive difference to our community through a safe campus * Promote shared and individual ownership and responsibility for health and safety * Show respect to our colleagues and work in a supportive way to find collaborative solutions   **Creativity:**   * Explore opportunities to find health and safety solutions to enable safe work, study and research * Work collaboratively, drawing on our internal expertise and knowledge to find practical risk-based solutions   **Responsibility:**   * Comply with all health and safety laws and regulations * Ensure each individual is aware of the risks they are responsible for and responsibilities are clearly defined * Structures are in place to ensure good oversight and management of the most significant risks to the University   **Confidence:**   * Ensure leaders and managers are aware of their responsibilities and are supported to have the skills, knowledge and confidence to discharge their health and safety responsibilities * Ensure the competence of our health and safety networks are enhanced through support and training | |

**Implementation Plan – 2024/2025 and 2025/2026**

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|  | **Implementation 2024/2025** | **Timescale** | **Responsibility** | **KPIs for 2024/2025** |  | **Implementation 2025/2026** | **Timescale** | **Responsibility** | **KPIs for 2025/2026** |
| **Demonstrate Safety Leadership** | We will:   * Agree upon and deliver an ongoing programme of Health and Safety Training for all levels of management (People Committee, Executives, managers) that is flexible enough to enable provision to new managers | Senior manager training – Oct 2024  Paper to UEG – Oct 2024  Implementation – Jan 2025 | Director of People | * 90% of People Committee members completed Senior Leadership Training * 90% of University Executive Group completed Senior Leadership Training * 90% of managers completed senior manager training on health and safety\* | We will:   * Provide improved University oversight of documentation and management of H&S through provision of IT systems | TBC – subject to approval | Director of People | Any relevant KPIs will be reliant on the approval of IT systems and will therefore be agreed as part of any approval process for this. |
| * Revise and update our Health, Safety and Wellbeing Policy | Nov 2024 | Director of People | n/a |
| * Build health and safety into the strategic decision-making process by including within existing Committee paperwork and terms of reference | TBC | Vice-Principal People and Student Wellbeing | * % School H&S Committees chaired by Dean or Vice-Dean |
| **Risk Management and robust systems** | We will:   * Develop and implement a robust audit schedule of the H&S Management System to evaluate performance | Paper to UEG – Oct 2024  Implementation start – Jan 2025 | Health and Safety Advisor | * 100% of safety audits completed v planned\* * 100% safety audit recommendations completed within timescale\* |  | We will:   * Develop and implement an audit schedule to evaluate performance around specific hazards/risks | Implementation start – Jan 2026 | Health and Safety Advisor | * 100% of safety audits completed v planned\* * 100% safety audit recommendations completed within timescale\* |
| * Continue to evaluate and measure our H&S performance through an agreed set of quantitative KPIs | Ongoing and Dec 2024 review | Director of People | n/a |  | | | |
| * Develop a proposal for a set of qualitative KPI’s for delivery during 2025/2026 | May 2025 | Health and Safety Advisor | n/a | * Commence evaluation and measurement of our H&S performance through an agreed set of qualitative KPIs | October 2025 | Director of People | n/a |
| * Work with the Schools and higher risk areas to develop KPIs | March 2025 | Health and Safety Advisor | n/a | * Report on School and higher risk area KPIs * Have a risk assessment log in place for Schools and Departments | Sept 2025  Sept 2025 | School Deans and relevant Directors of Professional Support Departments | n/a |
| * Ensure procedures and/or guidance is available for all our hazards (spans delivery over Year 1 and 2 of the Plan) | Continuous and ongoing over the period | Health and safety Advisor | * 90% of Health and Safety procedures are reviewed and updated within the due date | * Ensure procedures and/or guidance is available for all our hazards (spans delivery over Year 1 and 2 of the Plan) | Continuous and ongoing over the period | Health and Safety Advisor | * 90% of Health and Safety procedures are reviewed and updated within the due date |
| * Continue the review of the workstation training and assessment process to support staff, particularly those with health conditions | Continuous and ongoing over the period | Health and Safety Advisor | * 90% of staff reporting discomfort received a workstation assessment date within one week of initial request to Health and Safety * 80% of new staff completed their workstation training and assessment within one week of receiving an invitation to complete | * Continue the review of the workstation training and assessment process to support staff, particularly those with health conditions | June 2025 | Health and Safety Advisor | * 80% of staff have completed a DSE Assessment within a 3-year period\* |
| **Learning and Development** | We will:   * Develop and implement a health and safety training and competency framework so all staff receive the required training. | Paper to UEG – Oct 2024 | Health and Safety Advisor | * 90% of staff with a Health and Safety Co-ordinator Role are up to date with their training * 100% of travellers to high and extreme risk destinations have completed the University’s online Travel Safety Course * Further KPIs will be developed once the framework has been approved | We will:   * Improve our measurement capabilities through an IT system to provide assurance on training completion rates | TBC – subject to approval | Director of People | Any relevant KPIs are reliant on the approval of IT systems and will therefore be agreed as part of any approval process for this. |
| * Ensure provision of online mandatory training within one week of new staff starting (including H&S induction, fire safety awareness) | Sept 2024 | Health and Safety Advisor | * 90% of new staff completed the mandatory health and safety induction course * 90% staff completed the mandatory fire safety awareness course |  | | | |
| * Have a system in place to ensure consistent training evaluation | June 2025 | Health and Safety Advisor | * 100% evaluation of health and safety courses delivered |  | | | |
| **Campus Safety and Resilience** | We will:   * Develop and implement an online contractor management system | TBC | Director of Estates and Buildings | * 90% of termed contractors fully integrated with online contractor management system * 100% of termed contractors completed GCU Contractor Induction training | We will:   * Review use of online contractor management system | TBC | Head of Estates and Facilities Management Safety and Performance | * 90% of termed contractors fully integrated with online contractor management system |
| * Revise emergency arrangements taking into consideration requirements from incoming Terrorism (Protection of Premises) Bill | TBC | Head of Estates and Facilities Management Safety and Performance | n/a |  | * Revise emergency arrangements taking into consideration requirements from incoming Terrorism (Protection of Premises) Bill | TBC | Head of Estates and Facilities Management Safety and Performance | n/a |
| * Implement a long-term asset management approach to legislative compliance within the Estate | TBC | Director of Estates and Buildings | n/a |  | * Implement a long-term asset management approach to legislative compliance within the Estate | TBC | Director of Estates and Buildings | n/a |
| (\*) Or can evidence they have completed this through another provider within the previous three years. | | | | | | | | | |