



Health, Safety and Wellbeing Policy Statement

Context

Cranfield University works in partnership with business, academia, governments and other organisations to develop and deliver applied research and innovative education in science, technology, engineering and management.

Direction

Our aim is to provide a safe and healthy environment where employees, students and stakeholders are encouraged to achieve their full potential.

This means managing our risks and protecting people from being harmed. Cranfield University is committed to a process of continual improvement in the management of health, safety and wellbeing in all areas of work and study.

Approach

We recognise that this involves more than simply putting good policies, systems and processes in place and we will take all reasonably practicable measures to ensure the safety of all people who are affected by the activities of the University.

We will achieve this by:

- Working together as one team to put practical occupational health, safety and risk management arrangements in place. This includes consulting with and seeking participation from relevant stakeholders
- Ensuring compliance with all applicable health, safety and wellbeing legislation and other requirements to which the University subscribes
- Building the right capabilities and a zero-harm culture to support our health, safety and wellbeing values and vision
- Mainstreaming health, safety and wellbeing excellence in everything we do, including all business planning and decision-making processes
- Setting meaningful health, safety and wellbeing objectives and targets, using continual improvement techniques to deliver better performance
- Monitoring the scale of occupational ill-health and the effectiveness of measures to reduce it
- Providing sufficient information, instruction, training and supervision to employees, students and others working on behalf of the University
- Following the belief that we do not compromise on health, safety and wellbeing

We will provide the appropriate leadership, management and resources to enable this to happen, with everyone who works, studies and lives with us playing an essential part in securing a safe and healthy environment for all.

The University will make this Policy available to the general public, students and all people working for, in or on behalf of the University.

Signed:

Professor Karen Holford DBE, Chief Executive and Vice-Chancellor

Organisational Roles and Responsibilities

The following section sets out individual roles, responsibilities and accountabilities for managing Health, Safety and Wellbeing (HSW) issues at the University. All defined organisation roles, responsibilities and accountabilities are subject to the caveat of 'so far as is reasonably practicable'.

University Council

The Council is Cranfield University's (CU) governing body and is ultimately responsible for HSW matters at CU. As the University's legal authority, it ensures that systems are in place for meeting all its HSW and business continuity responsibilities:

Council has delegated management responsibility for HSW matters to the Chief Executive and Vice-Chancellor.

Chief Executive and Vice Chancellor

The Chief Executive and Vice-Chancellor is the principal executive officer of CU and is accountable to Council for the implementation of CU HSW Policy and for monitoring HSW performance.

The Chief Executive and Vice-Chancellor sets specific HSW Policy and CU performance standards for the management of HSW matters.

The Chief-Executive and Vice-Chancellor, in turn, delegates Chairmanship of the University's HSW Committee and day-to-day executive authority for HSW matters to the PVC Research and Innovation. The PVC Research and Innovation reports quarterly to the University's Executive and Council on HSW matters, including performance, assurance, accreditation, culture actions and monitoring.

The Chief Executive and Vice-Chancellor has delegated executive accountability for the delivery of specific aspects of day-to-day HSW matters through CU Executive Board and the associated line management structures.

University Leadership/Executive Team

Members of the University Leadership/Executive Team are responsible for supporting the Chief Executive and Vice Chancellor in:

- Implementing this HSW Policy within their area of responsibility and that responsibility extends through management and supervisors to each member of staff and each student.
- Ensuring a safe and healthy working environment through an effective risk assessment process, which establishes appropriate workplace precautions and risk control systems. The maintenance of premises, plant and equipment, along with the implementation of a monitoring regime, will ensure that acceptable standards of risk control are being achieved.
- Leading by example, establishing Faculty and Professional Service Units (PSU) Operational HSW Committees - in each case to an extent appropriate to the risks associated with their work and specifying their own local rules and procedures in line with CU HSW Policy, as appropriate.
- Ensuring any HSW query or concern from members of staff or students should in the first instance be directed to their manager or supervisor.
- Seeking specialist advice and assistance from the University's Health and Safety Team (HST) and maintaining arrangements for access to Occupational Health advice, including pre-employment screening and periodic health surveillance as required.

Senior Managers

Roles such as Directors of Theme (DoT), Heads of Centre (HoC) and Heads of Department (HoD) are responsible and accountable for the HSW at work, of all the staff that they line manage and for others whose health or safety may be affected, to any extent, by the work of their department, directorate or service.

To properly carry out this role, they will need to:

- Have appropriate awareness of the University's HSW Policy, standards, guidance and the minimum requirements of legislation as they relate to the work of their department, Faculty or PSU.
- Have a broad understanding of the significant risks associated with the work carried out by their department, Faculty or PSU and ensure that significant risks have been assessed and that suitable and sufficient control measures are implemented. This task may be delegated to individual line managers or specific individuals but the responsibility for ensuring this is done remains with the relevant Head of Department, Director or DVC.
- Appoint sufficient numbers of competent people, such as a Health, Safety and Wellbeing Coordinator to assist with the management of HSW matters.
- Allocate sufficient resources to ensure that HSW issues, including any matters arising, are appropriately managed or resolved.
- Ensure that departmental/divisional staff and students receive any necessary training, information, supervision and instruction required in order to carry out their work safely.
- Consult staff on significant matters that may affect HSW at work. This requirement will either be satisfied by having a regular agenda item at management meetings or where the HSW risk profile makes it appropriate, to establish a specific, department, Faculty or PSU HSW committee.
- Carry out a HSW inspection of the premises occupied by their department, faculty, centre etc. at suitable periods throughout the year and ensure that significant outcomes of these inspections are recorded. Remedial action taken in response to the inspection should be reported through departmental Management meetings or the department, Faculty or PSU HSW committee where one exists.
- Satisfy themselves by making suitable and sufficient enquiries that any other duty holders providing services to the department e.g. contractors or other CU functions are competent and adequately meeting their duties.

Line Managers and Supervisors

- Staff in line management or supervisory positions, including academic members of staff responsible for supervising students, are accountable for the HSW of the people, activities and projects that they supervise. They must be aware of the HSW issues, including any significant risks and control measures, relevant to their activities and projects.
- It is the responsibility of the person supervising hazardous activities that are to be carried out by students to ensure that a risk assessment has been carried out and suitable and sufficient control measures implemented before commencement of that activity. This assessment should take account of the inexperience or other reasonably foreseeable vulnerabilities that the student may have.
- The supervision of students should be appropriate to their experience or competence and will be at a higher level than that expected of more experienced members of staff.
- Line managers and supervisors are required to comply with CU HSW Policy and associated standards and guidance and any other relevant arrangements within their area or activity.
- They must cooperate with their DoT, HoC or Director and will be accountable for any tasks that may be delegated to them.

Employees (including both PGR students and students employed to carry out work for the University and volunteers working in University premises and facilities)

- All employees are accountable to their line manager for the HSW of any people that they line manage or supervise and for the health, safety and wellbeing of anyone else who may be affected by their work. Employees are also accountable for the safe management of any premises, equipment and activities under their control.
- Employees are responsible for ensuring that they conduct their activities and those activities over which they have control, in accordance with CU HSW Policy, relevant procedures and guidance.
- They must co-operate with their line manager/supervisor and DoT, HoC and HoD of the relevant Faculty and/or PSU so that HSW responsibilities can be discharged. This responsibility cannot be delegated to others.

Post Graduate Taught Students

- Students, except those in the course of carrying out paid employment, are not generally considered to be employees under health, safety and wellbeing legislation. As such, the requirements of the Health, Safety and Wellbeing at Work Act will not normally apply to students.
- However, students are required to comply with CU Ordinances and Regulations and these include a requirement to comply with HSW instructions, not to misuse or damage equipment provided for their safety or for the safety of others and to comply with relevant aspects of CU and local HSW Policy.

Contractors

- CU has a legal duty to provide a safe working environment for contractors working on CU-managed property. Contractors will have responsibilities under the Health and Safety at Work Act, for their safety and for the safety of anyone else who may be affected by their work. This includes a responsibility to cooperate with other duty holders in order to discharge that responsibility. As such, contractors are required to observe relevant CU HSW Policy, procedures and guidance whilst working under the direct control of CU.

Additional Key Responsibilities

Principal investigators (PIs)

- PIs are experts in their field of research and are expected to have up-to-date knowledge about the risks associated with their research area. They are responsible to the DoT and the DVC of Faculty for the HSW of their researchers and others who may be affected by the research activities.

Director of Facilities

- Ensuring that the physical premises and Facilities services within the University are fit-for-purpose.
- Managing health, safety and wellbeing arrangements in 'communal areas' (not assigned to a specific Faculty/PSU), especially in respect of fire precautions and emergency evacuation arrangements.
- Liaising and progressing health, safety and wellbeing issues raised on campus with the responsible area e.g. the appropriate Faculty or PSU.

Health and Safety Director

- The Health and Safety Director has a central coordinating role in relation to general HSW matters and acts as advisor to CU on HSW strategy and the requirements and interpretation of relevant legislation.
- Assists in the development of CU HSW Policy, plan and the development of an occupational health and safety management system.

- Ensure the effectiveness of HSW management structures through regular auditing of these systems and will present, through the CU HSW Committee, to CU Council an annual report on the status of CU Occupational Health and Safety Management systems and procedures.


Arrangements

- Due to the size of CU and the diversity of its operations, it is necessary to distinguish between arrangements that are made centrally and those locally. CU's arrangements for managing general and specific HSW issues are described in topic-specific HSW procedures, standards and guidance published [on the University's Hub](#) (for staff) or MyCranfield (students).

Further Reading

- CU Organisation and Arrangements document and the Universities Safety and Health Association (USHA) [Leadership and Management of Health and Safety in Higher Education Institutions \(v3.1\)](#).

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