



UNIVERSITY_{OF}
WINCHESTER
SERVICES LIMITED

**University of Winchester Services
Limited
Health & Safety Policy**

Document Title:	Health & Safety Policy
Responsible Role and Department and author <i>(if different)</i>	Chief Operating Officer
Approving Body:	Directors of UoW Services Ltd
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Applies to: <i>(Strikethrough text, only if appropriate)</i>	University of Winchester Services Limited
Indicate whether the document is for public access or internal access only. Indicate whether the document applies to collaborative provision? <i>(Strikethrough text, as appropriate)</i>	Public Access Internal Access Only Applies to Collaborative Provision
Summary: The objective of the University of Winchester Service's Ltd. Health and Safety Policy, in tandem with the University of Winchester Health and Safety Policy, is to ensure the health and safety of all employees, students, visitors, other employers and their employees and all others who may be affected by activities on its premises. However, a policy can achieve nothing on its own – it is what people do in their everyday working life that counts. To help achieve this, the Policy establishes a range of necessary procedures and practices whilst also setting out how the policy's effectiveness will be monitored.	

University of Winchester Services Limited

Health & Safety Policy

1. Introduction

The University of Winchester Services Limited ('the Company') recognises the importance of health and safety in all its undertakings. It relies on the initiative, teamwork, and active participation of management and workforce to maintain safe working practices and procedures in order to fulfil its legal obligations under the Health & Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant health and safety legislation in force at any time. In addition to fulfilling its legal obligations, the aim of the Company is to achieve best health and safety practice in all that it does.

The objective of the Company and the University is to ensure the health and safety of all employees, students, visitors, other employers and their employees and all other others who may be affected by their activities. This cannot be achieved in isolation – it is what people do in their everyday work life that counts. To achieve this, the Company will operate under the established range of procedures, practices and systems of the University of Winchester. The University's Health and Safety team provide direct support to the Company.

2. Responsibilities and Arrangements

Employees of the Company have legal duties under the Health and Safety at Work Act, including taking reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions and not interfering with or misusing anything provided for their health, safety or welfare. Employees are also responsible for making themselves familiar with and conforming to all relevant University of Winchester regulations and codes of practice and for reporting any accident, dangerous occurrence or hazard on the University of Winchester on-line system. Staff must ensure that any student under their supervision conduct themselves in accordance with health and safety requirements. Role holders who have a specific legal and other duties allocated to them are identified in the University of Winchester Policy.

All reasonably practicable training, resources and information will be provided by the University of Winchester to ensure that employees of the Company and others work and perform all tasks safely and without risk to the health and safety of themselves and others.

This policy document is made available to every employee of the Company, student, visitor, other employers and their employees and any other person who has a legitimate involvement with the Company and the University of Winchester. It is made available in both printed and electronic formats.

The health, safety and welfare of employees, students and others legitimately on the University of Winchester premises are protected by law.

The officers of the Company carry ultimate responsibility for the health and safety of employees, students and third parties while on the University of Winchester premises and in other places where they might be affected by the Company's operations.

As a wholly owned subsidiary, the Officers of the Company must satisfy the Board of Governors of the University of Winchester:

- that the Company has an appropriate written statement of policy on health and safety,

- and effective arrangements to implement it.
- that its employees are engaging fully with the health and safety procedures and practices of the University of Winchester.
- that the Company provides an effective mechanism by which employees are consulted on health and safety.

3. Monitoring and review

The monitoring of health and safety for the Company is based on the health and safety management system described in the University of Winchester Health and Safety Policy. This includes a range of mechanisms that facilitate approaches to check progress, including:

- Inspections – scheduled formal examinations of working situation by the relevant member of staff and in partnership with, where appropriate, a safety representative. Inspections highlight areas of concern so control measures can be put in place before any harm can be caused.
- Spot-checks – specific health and safety representatives or suitably trained employees pay an unannounced visit to a university or Company location to check that the expected health and safety standards are met. This also demonstrates continued commitment to health and safety leadership.
- Audit – the University Health, Safety and Business Continuity Manager or nominated competent deputy carries out a planned and independent detailed process to collect evidence of the effectiveness of local systems for managing health and safety risks.
- Review – Deans, Directors of Professional Services and Health and Safety Representatives review the current health and safety position (using reports from inspections, audit, trend analysis and so on) to assess progress.
- Data collection – where trend analysis, Key Performance Indicators (KPIs) and benchmarking are used to define, measure and compare patterns and progress in health and safety practice.

Any employee of the Company may contact the University Health, Safety and Business Continuity Manager for advice and guidance on **01962 827 575** or via email at safety@winchester.ac.uk

Equality Impact Assessment	
Summary of process undertaken to determine equality impacts:	This policy has been created in line with industry best practice. The equality impacts have been reviewed.
University Committee (name/ date) where equality impacts discussed (may be Committee of approval, or another):	University Of Winchester Services Limited Board of Directors
Has this policy been screened to ensure compliance with the University's Free Speech expectations?	Yes
Identified equality impact(s) on colleagues and students (i.e. any specific impacts related to this policy that may cause disadvantage for people due to one or more particular protective characteristic)	
Protected Characteristic	Impact(s) identified and any action(s)/mitigation(s) to address these impact(s), as necessary.
Age	No impact identified.
Disability	Risk of barriers re evacuation, access and communications. Mitigated with GEEPs and PEEPs. Re training differentiated learning/teaching styles will be used if/as appropriate.
Gender Identity	No impact identified.
Marriage/Civil Partnership	No impact identified.
Pregnancy and Maternity	Potentially increased risk re certain roles. Mitigated by assessment by H&S Manager.
Race (incl. nationality)	No impact identified.
Religion and Belief	No impact identified.
Sex	No impact identified.
Sexual Orientation	No impact identified.