

Swansea University Residential Services Policy: Health, Safety & Welfare Policy

1. Purpose

Swansea University Residential Services is committed to maintaining high standards of health, safety, and welfare in accordance with the Health and Safety at Work etc. Act 1974, the Universities UK (UUK) Code of Practice, and **the** Renting Homes (Wales) Act (RHW). This policy applies to all staff, students, contractors, and visitors within Residential Services' managed premises and aligns with best practices in student accommodation health and safety.

Residential Services operates under the University's Health and Safety framework, as outlined by Swansea University's Health and Safety policies and procedures [Health and Safety](#). This ensures consistency in safety management, compliance monitoring, and continuous improvement across the institution.

This policy is reviewed annually to ensure compliance with relevant legislation and best practices, with oversight from the University's Health and Safety governance structure.

2. Policy Statement

Residential Services is committed to:

1. Ensuring, as far as reasonably practicable, the health, safety, and welfare of all staff, contractors, students, and visitors.
2. Communicating health and safety responsibilities to staff and students.
3. Providing employees with appropriate safety equipment and ensuring compliance with Personal Protective Equipment (PPE) requirements.
4. Delivering health and safety training appropriate to each role.
5. Reviewing and improving safety policies and procedures regularly, incorporating feedback from stakeholders.
6. Promoting a no-blame safety culture to encourage transparent reporting of hazards, incidents, and concerns.
7. Ensuring that risk assessments and emergency response measures are implemented effectively.
8. Taking immediate action to resolve urgent health and safety risks, including allocating appropriate resources without unnecessary delay.

3. Roles & Responsibilities

Head of Residential Services

The **Head of Residential Services** is responsible for implementing health, safety, and welfare policies across Residential Services and ensuring compliance with all relevant legislation.

1. Health and Safety Management

- **Policy Implementation:** Ensure that health and safety management is integrated into daily operations, in line with the [University's Health and Safety Policy](#).
- **Risk Assessments:** Conduct regular risk assessments for residential facilities to identify and mitigate potential hazards.

- **First Aid Provision:** Ensure that trained First Aiders are available within residential services, and that staff are aware of first aid arrangements.

2. Safeguarding and Welfare

- **Safeguarding Policies:** Adhere to the [University's safeguarding policies](#) to protect students from abuse and neglect.
- **Mental Health Support:** Promote a supportive environment for mental health, encouraging staff and students to use available support services.
- **Welfare Services:** Provide practical advice and signpost students to relevant [support services](#)

3. Training and Awareness

- **Staff Training:** Ensure that staff receive appropriate training in health and safety procedures, including first aid and emergency response.
- **Student Induction:** Provide students with information on health and safety protocols, including emergency procedures and [support services](#).

4. Incident Reporting and Investigation

- **Reporting Mechanisms:** Establish clear processes for reporting accidents, near misses, and adverse events within residential facilities.
- **Investigations:** Conduct thorough investigations of reported incidents to identify root causes and implement corrective actions.

5. Compliance and Continuous Improvement

- **Regulatory Compliance:** Ensure that all residential facilities comply with relevant health and safety legislation and university policies.
- **Continuous Improvement:** Regularly review and update health and safety practices to align with best practices and legal requirements.

Residential Services Safety Adviser

The **Residential Services Safety Adviser (RSSA)** plays a crucial role in ensuring health and safety within student accommodations.

Key responsibilities include:

1. Acting on Behalf of the Head of Residential Services

- The RSSA has delegated authority to act on urgent safety matters, making immediate decisions when necessary.
- They are the first point of contact for any safety-related issues that arise in residential services.

2. Risk Assessment & Safety Monitoring

- Responsible for developing, reviewing, and implementing risk assessment strategies for accommodation buildings.
- Regularly monitor safety practices to ensure a proactive approach to hazard prevention.
- Lone Working: Ensure that appropriate risk assessments and safety measures are in place for staff working alone. Staff must follow lone working procedures, including regular check-ins, emergency contact protocols, and the use of personal safety devices where required

3. Safety Advice & Training

- Provides guidance and training to Residential Services staff and students on health safety protocols.
- Ensures that new staff receive safety inductions and ongoing professional development.
- Keeps up to date with best practices and legislative changes to inform policies and procedures.

4. Incident Investigation & Reporting

- Investigates accidents, near misses, and identified hazards within Residential Services.
- Prepares reports for the Head of Residential Services and University Safety Office.
- Recommends corrective actions and follows up on their implementation.

5. Fire Safety, Emergency Procedures & First Aid Compliance

- Ensures fire safety measures are in place, including fire drills, alarm checks, and evacuation procedures.
- Maintains oversight of first aid compliance, ensuring appropriately trained staff and readily available first aid kits.
- Works with relevant teams to update emergency response plans.

6. Liaison with the University Safety Office & External Agencies

- Acts as the key link between Residential Services, the University Safety Office, and external regulatory bodies.
- Ensures compliance with local and national safety regulations.
- Represents Residential Services in university-wide health and safety meetings.

Residential Services Health and Safety Committee

The **Health and Safety Committee** oversees the implementation of safety policies and risk management.

The committee members include:

- **Sarah Morgan** – Head of Residential Services
- **Claire Harper** (In post-May 2025) – Allocation Systems and Admin Manger
- **Dermot Driscoll** – Residences Manager
- **Vacant** – Occupancy & Compliance Officer
- **TBA** – Beck House Representative
- **TBA** – Preseli Reception Representative

Committee members are responsible for:

- Reporting health and safety concerns.
- Ensuring safety measures are implemented at all sites.
- Reviewing and improving health and safety policies.

Staff Responsibilities

All staff are responsible for:

1. Taking reasonable care of their own health and safety and that of others.
2. Following safety procedures and using protective equipment as required.
3. Reporting accidents, hazards, and unsafe practices immediately.
4. Completing required health and safety training.
5. Participating in safety drills and adhering to emergency procedures.

4. Arrangements

1. **Weekly Manager Meetings** - Health and Safety will be addressed.
2. **Quarterly Health and Safety Meetings** – The Residential Services Safety Committee will meet every three months to review policies, incidents, and improvements.
3. **Annual Policy & Risk Assessment Reviews** – Policies and risk assessments will be reviewed and documented annually by the Departmental Safety Adviser.
4. **Site Safety Files** – Each site will maintain up-to-date safety files, accessible to all staff.
5. **Health and Safety Noticeboards** – These will be updated regularly with safety alerts, training opportunities, and incident reports.
6. **Training & Development** – Health and safety training will be mandatory for relevant staff, and refresher courses will be scheduled as needed.
7. **Reporting & Feedback Mechanism** – A system will be in place for staff and students to report safety concerns anonymously, with follow-up actions communicated transparently.

5. Training & Competency Development

Health and safety training will be delivered:

1. **On Induction** – All new employees will receive health and safety training as part of their induction.
2. **Role-Specific Training** – Staff will receive targeted training based on job responsibilities.
3. **Risk Assessment-Based Training** – Additional training will be provided when new equipment, procedures, or risks are introduced.
4. **Annual Refresher Training** – To maintain competency in key safety areas, periodic refresher sessions will be provided.

6. Compliance & Continuous Improvement

- **Regular Audits** – Health and safety procedures will be audited annually to ensure compliance with the UUK Code of Practice.
- **Incident Investigation** – All reported accidents and near misses will be investigated to identify trends and prevent recurrence.
- **Legislative Updates** – The policy will be updated to reflect any changes in UK health and safety laws.

This policy is reviewed annually by the Head of Residential Services in consultation with the Health and Safety Committee. Last Reviewed by:

Sarah Morgan (Head of Residential Services) - Date: 01/03/2025