

Dyson Institute of Engineering and Technology Health and Safety Policy and Standards

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Dyson Institute Health and Safety Policy Statement

At the Dyson Institute of Engineering and Technology, our vision is to develop the best engineers in the world who will pioneer technologies and radical new designs that will shape the future of engineering and innovation. Our mission is to support Dyson by combining rigorous academic programmes with work on revolutionary future products, advancing technology globally through ground-breaking research and development of engineering leaders.

To achieve this in a responsible way, we prioritise the health and safety of our staff, students, and visitors. This commitment is both a legal requirement and a moral duty, and we strive for continual improvement in our health and safety practices that protect and nurture our community.

As the Director, my leadership team and I are responsible for health and safety, but it requires the commitment and cooperation of everyone. Health and safety is crucial to our success and wellbeing, and adhering to our health and safety policies ensures a safe environment for work and learning.

We must all understand that health and safety is everyone's responsibility. By working together, we can promote wellbeing and prevent accidents and injuries. We commit to complying with the [Health and Safety at Work Act 1974](#) and all relevant legislation, ensuring we meet the highest standards whilst continuously improving.

Key Objectives

- Allocate sufficient resources to maintain and improve health and safety standards
- Adhere to all relevant health and safety legislation and regulations
- Conduct regular risk assessments and implement measures to mitigate hazards
- Develop and maintain robust emergency response plans
- Provide comprehensive health and safety training for all staff, students, and visitors
- Foster a culture where health and safety is prioritised
- Establish clear procedures for reporting and investigating accidents and incidents
- Offer support services for mental and physical health
- Continuously monitor and review health and safety performance
- Integrate sustainability practices to minimise environmental impact
- Collaborate with Dyson Holdings Pte Ltd and its subsidiaries on health and safety matters where appropriate, to ensure alignment and shared responsibility

Our goal is to foster a positive health and safety culture where everyone feels responsible for their own safety and the safety of others. We encourage open communication about health and safety concerns and proactive measures to address them. Together, we can create a safe and healthy environment that supports our vision and mission.

Beverley Gibbs

Director of the Dyson Institute
June 2025

1.0 Definitions

Dyson Institute of Engineering and Technology	The Dyson Institute and its staff and students
Dyson	Dyson Holdings Pte Ltd. and its direct and indirect subsidiaries worldwide
Dyson Global Health and Safety Standards	Global standards designed to ensure a consistent level of Health and Safety assurance in all Dyson Locations and Workplaces globally
IMB	Dyson Institute's Management Board
ILG	Dyson Institute's Leadership Group
SSA	Student Support Advisor for the Dyson Institute
Dyson Workplace	Any physical location where a Dyson person or someone working on Dyson's behalf undertakes work in connection with Dyson's business activities
Spaces	All physical locations of the Dyson Institute where students and staff are in a learning capacity, including lecture theatres, labs, makerspace, wellbeing rooms and the Roundhouse
Dyson Village	Residential pods where first year students reside
Health and Safety	A multidisciplinary field primarily concerned with the prevention of foreseeable harm and ill health at work, with the additional aims to reduce cost and business disruption, avoid litigation, and contribute to the optimal performance of all Dyson people
Health and Safety Management System	A Health and Safety Management System is a systematic approach to manage and minimise health and safety risks. It includes establishing appropriate policy, objectives, plans, procedures, organisation, responsibilities, and other measures as necessary
Health and Safety Risk Assessment	The process to identify any hazards or risks that could cause harm, and to assess whether sufficient precautions (control measures) have been taken to remove or minimise these hazards or risks
Roundhouse	A multi-purpose building within Dyson Village used for events and meetings, with the first floor designated as a student social space
Safe Systems of Work	A defined set of procedures that defines how work will be conducted to remove or minimise any hazards or risks
Serious Injury	Any injury requiring hospital treatment or that results in lost time of more than five working days
Significant Incident	Any incident that creates a reasonable risk of a serious injury, a dangerous occurrence (high potential to have caused death or serious injury (including a locked or blocked fire exit)), or something which has caused (or had the potential to cause) more than 24 hours of significant operational disruption
STIG	Spaces, Technology, and Infrastructure Group
The Hub	The Dyson Institute's intranet

2.0 Why is this policy required?

This policy ensures the Dyson Institute manages its health and safety responsibilities legally, ethically, and responsibly. It provides a framework outlining health and safety arrangements, responsibilities, governance, and standards.

Objectives:

- Ensure the health and safety of all staff, students, visitors, and those affected by the Institute's activities
- Prevent significant disruption to teaching, learning, and operations
- Comply with health and safety laws related to higher education institutions

3.0 To whom does this policy apply?

This policy applies to all persons working for, or studying with, the Dyson Institute in any capacity (including employees, students, contingent workers, seconded workers, volunteers, agents, contractors, and external consultants), when in any Dyson Institute learning space or the Dyson Village.

The Dyson Institute expects that all of its third-party representatives and business partners are committed to health and safety and maintain the highest level of health and safety practices.

4.0 Who is responsible for this policy?

The Dyson Institute, its Director and Leadership Team, employees, students, Council members and those who work in partnership with us are responsible for complying with this policy and all health and safety.

Health and safety roles and responsibilities are provided in **Appendix 1**. As a minimum requirement all persons working for the Dyson Institute in any capacity have the following general responsibilities:

- Maintain a high level of health and safety awareness and practice by adhering to any health and safety instruction, procedures, standard, or policy provided by Dyson and the Dyson Institute
- Avoid conduct that would put anyone's health and safety at risk
- Attend or complete any health and safety learning provided by the Dyson Institute and Dyson Technology Ltd
- Report any health and safety incidents or concerns in their work area or equipment, or any other hazards using the [EcoOnline](#) tool. If you are unsure whether your concern should be logged, please speak to a member of the Smart Campus Team or the Institute's Health and Safety Advisor

5.0 Governance, Communication and Consultation

5.1 Governance

Health and safety governance arrangements are provided in **Appendix 2** and set out the internal arrangements for health and safety assurance at all levels of the Dyson Institute.

5.2 Communication and Consultation

Health and safety management requires effective communication and consultation at all levels. At the Dyson Institute, this will be achieved through the following tools and structures:

- Health and Safety Committees
- Health and Safety Champions
- The Hub (SharePoint)
- Motor

5.3 Health and Safety Champions

Dyson encourages all its people to become involved in health and safety matters locally as Health and Safety Champions. These roles provide a local point of contact for feedback regarding health and safety and will contribute to local health and safety decision-making. The Head of Smart Campus Services, Senior PMO and Operations Manager, Senior Operations Officer and Engineering Officer are the nominated Health and Safety Champions for the Dyson Institute.

6.0 Health and Safety Arrangements

Legal Compliance and Health and Safety Standards

Workplace

When our students are in the workplace as employees, including during the international summer series, and under the supervision of a line manager, they will be covered by [Dyson's Global Health and Safety Policy](#).

Learning

When our students are learning at the Dyson Institute, either in lectures, seminars, lab sessions, revision, or course work, they must abide by the Dyson Institute Health and Safety Policy (this document) and procedures.

Labs, Workshops and Makerspace

Anyone is responsible for managing a team working within a laboratory, workshop or the Makerspace will:

- Ensure that people working within a laboratory, workshop or the Makerspace have received appropriate health and safety inductions and are aware of any significant hazards
- Ensure that personal protective equipment is used if required, and that eating and drinking takes place in designated areas only
- Ensure that health and safety risk assessments and safe systems of work are in place for activities identified as a significant risk
- Ensure all equipment is maintained and used in accordance with the manufacturer's instructions and any relevant legal requirements, and that appropriate records are kept

- Ensure that specific risk assessments are in place for all chemicals and hazardous substances used and stored within the relevant laboratory, workshop, or the Makerspace
- Ensure participation in routine safety inspections as required by the Dyson Institute and Dyson Technology UK HSE Team
- Ensure that individuals working with or around electrical systems receive appropriate electrical safety training, including awareness of risks and safe handling procedures
- Ensure that specific risk assessments are conducted for all electrical work and equipment, and that only competent and qualified individuals carry out tasks involving electrical systems
- Maintain emergency arrangements for the relevant laboratory, workshop, or the Makerspace
- Ensure that people working in a laboratory, workshop or the Makerspace follow Dyson Security guidelines or local risk assessments for working out of hours and lone working

Dyson Village

Students residing at Dyson Village must adhere to the health and safety rules and guidance outlined in the following documents:

- Accommodation Licence (Appendix A - Property Code of Conduct)
- Dyson Institute's Health and Safety Policy (this document)
- Institute's Intranet, the Hub ([Living in Dyson Village, Environment, Health and Safety](#))

The Roundhouse

Dyson Institute students who use the first floor of the Roundhouse for social activity must abide by this Health and Safety Policy and procedures. Students must adhere to the rules of the [Roundhouse Code of Conduct](#).

Health and Safety Management System

The Dyson Institute's Health and Safety Management System manages health and safety through defining and implementing policy, objectives, plans, procedures, responsibilities, and other relevant measures. The Health and Safety Management System will be subject to on-going evaluation and continual review and improvement by the Smart Campus Team.

Hazard Identification, Risk Assessment and Control

The Dyson Institute is committed to the ongoing identification of significant hazards, the assessment of risk and the implementation of measures to protect its people and all those who may be affected by our business operations.

The responsibility for ensuring these assessments and measures is completed and implemented rests with those individuals organising an activity or with overall responsibility for a Dyson Institute location.

Assurance

An annual health and safety audit programme will be implemented and undertaken by the Head of Smart Campus Services, supported by Dyson Technology UK HSE Team, and external partners where required. The objective of the audit programme is to confirm compliance with legal requirements and the implementation of [Dyson's Global Health and Safety Standards](#).

Learning, Awareness and Competence

The Dyson Institute and Dyson Technology UK HSE Team will provide innovative and engaging health and safety learning and awareness solutions, where necessary, to ensure that health and safety responsibilities and standards at places of study and work are understood and implemented.

Incident Reporting and Management

The Dyson Institute, in partnership with relevant Dyson stakeholders, will ensure that appropriate systems and procedures are implemented for health and safety incident reporting, escalation, response, investigation, analysis, and improvement. These procedures will include arrangements for Serious Injuries or Significant Incidents that require notification to an external enforcement authority.

All incidents must be reported using the [EcoOnline](#) reporting tool. Where applicable, incidents involving staff or students employed by Dyson Technical Training Ltd will also be reported under [RIDDOR](#) (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), in accordance with legal requirements.

Service Providers

Anyone managing a *service provider on behalf of the Dyson Institute must:

- Ensure that they are a reputable and competent organisation, and that they hold all relevant health and safety-related assurances and insurances
- Ensure compliance with relevant health and safety legislation and [Dyson's Global Health and Safety Standards](#)
- Ensure any contractual agreement contains appropriate health and safety provisions
- Ensure an appropriate health and safety risk assessment is completed
- Ensure that Dyson Technology UK HSE Team are engaged as soon as possible for advice, support and assistance where required

**Examples of a service provider: guest lecturer, contracted lecturer, activity provider*

Events – on site

All events organised by or on behalf of the Dyson Institute must prioritise and plan for the health and safety of all attendees, to avoid adverse impacts on the health and safety of attendees and to protect the Institute and Dyson's reputation. Anyone managing an event must:

- Ensure that any service providers meet the requirements set out in 'Service Providers' above
- Ensure a health and safety risk assessment is completed, with particular reference to the following (where applicable):
 - venue suitability
 - fire and emergency planning
 - transportation
 - activities
 - insurance
- Ensure that Dyson Technology UK HSE Team are engaged (at the beginning of any planning discussions) for competent advice, support, and assistance
- Ensure appropriate health and safety information is communicated to attendees
- Ensure appropriate licenses and approvals are obtained from relevant government/municipal authorities

Events – off site

Staff and students attending, or working at, off site events (e.g. UCAS, conferences, summer series) must log their trips in the [Smart Campus Travel Tracker](#) and complete a health and safety risk assessment in [EcoOnline](#), to avoid adverse impacts on the health and safety of attendees and to protect the Institute and Dyson's reputation.

Occupational Health and Wellbeing

The Dyson Institute recognises the importance of the physical and mental health and wellbeing of its people. It encourages and actively promotes the use of its health initiatives and confidential employee assistance

programmes. These include access to services such as the Employee Assistance Programme (EAP), Latus Health, BUPA, the Student Support Team, and support from trained Mental Health First Aiders. These resources offer a range of support, from counselling and medical assessments to wellbeing advice and mental health guidance.

Construction

Refer to [Dyson's Global Health and Safety Policy](#) for overarching guidance. Any works planned by Dyson will be communicated to the team by Smart Campus Services. All construction activities must be carried out by Dyson-approved contractors in accordance with Dyson's established health and safety processes and procedures, including relevant permits, risk assessments, and method statements.

Environmental Policy

Refer to [Dyson's Global Environmental Policy](#) for overarching guidance. Any environmental updates or initiatives planned by Dyson will be communicated to the team by Smart Campus Services. The Dyson Institute will also work in collaboration with Dyson Technology's Sustainability Team to ensure alignment with Dyson's environmental goals, including responsible resource use, waste management, and carbon reduction strategies.

7.0 Consequences of Breach of this Policy

- 7.1 The Dyson Institute encourages an open, positive, no blame culture. However, the Dyson Institute may take appropriate disciplinary action, up to and including expulsion or dismissal, for significant breaches of this policy. For example, this could involve situations where there has been wilful neglect or a repeated disregard for this policy or for health and safety procedures in general.
- 7.2 Where an incident is referred to any regulatory body or law enforcement agency, the Dyson Institute will cooperate fully with the investigation. Where required, the Dyson Institute will also follow the AI-1010 Major Incident Initial Response plan and the Serious Incident Management Plan to ensure appropriate escalation and response.
- 7.3 Failure of a third party to comply with this policy where required may lead to the immediate cancellation of a contract and/or such other action as deemed appropriate by the Dyson Institute.

Appendix 1: Roles and responsibilities

Dyson Institute Council

The Council delegates the management for carrying out its responsibility for health, safety, and wellbeing under this Policy to the Director of the Dyson Institute and Head of Smart Campus Services.

Director of the Dyson Institute

The Director of the Dyson Institute is accountable for achieving the objectives of the Institute's Health and Safety Policy.

Head of Smart Campus Services

The Head of Smart Campus Services is responsible to the Director of the Institute on a delegated basis for the general oversight and development of the health and safety policy, ensuring coordination of such policies and practices across the Institute, and is tasked with ensuring that the arrangements to manage health and safety in accordance with Dyson and the Dyson Institute's policies are effective and specifically to:

- Ensure the integration of the occupational health and safety management system into the Institute's business processes
- Ensure that the Institute has a Health, and Safety Policy (this document), arrangements are in place for managing health and safety (Protocols), wellbeing, and that these are communicated to all staff and regularly reviewed
- Ensure that managers understand and fulfil their individual health and safety responsibilities, and that the requirements of health and safety legislation are met
- Advise on resources required to comply with statutory requirements, ensuring adequate arrangements are made
- Establish and maintain a comprehensive health and safety programme to:
 - Minimise accident potential as far as is reasonably practicable
 - Comply with statutory duties
 - Maintain effective communication channels to disseminate information concerning health, safety, and the environment
- Approve the Health and Safety Policy in conjunction with Council
- Take an annual report and regular updates from the Institute's Health and Safety Champions to Council

The Director and Head of Smart Campus Services has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals or to the Institute. On a day-to-day basis, the Director and Head of Smart Campus Services may delegate the management for carrying out their responsibilities under this Policy to the Institute's Leadership Group.

Heads of Department

Heads of Department have the responsibility for:

- Implementing the Health and Safety Policy within their areas of responsibility
- Ensuring the necessary health and safety documentation in relation to the department's activities is in place and subject to regular review as necessary
- Ensuring the necessary risk assessments are conducted and areas under the department's control
- Ensuring all incidents and near misses are recorded and reported as necessary

- Investigating any significant breaches of the Health and Safety Policy and ensure any recommendations are implemented

Academic Staff

Academic staff have specific responsibility for ensuring the health and safety of themselves and the students who work and study under their direction and supervision. This includes:

- Complying with the health and safety policies and procedures
- Ensuring that the risks to health and safety arising from activities undertaken and equipment, materials etc. used by students, have been assessed, approved and all necessary control measures implemented
- Ensuring that all activities, including those outside the lecture room, off campus are carefully planned, risk assessed and managed to ensure, as far as reasonably practicable, the health, safety, and welfare of those attending
- Raising any breach, or suggested improvements, to this policy or associated protocols through their line management structure or directly with Head of Smart Campus Services
- Take responsibility for the health and safety management of visiting staff, contracted lecturers, and agency workers within their control

Staff and Student Responsibilities

All staff and students must be aware of their own duties under the [Health and Safety at Work etc. Act 1974](#). Students also play their part in ensuring the health, safety and welfare for all persons affected by the Institute's activities. All employees and students shall:

- Take reasonable care of themselves and cooperate with the Institute on health, safety, and wellbeing matters
- Conduct their work, research, and study safely and in accordance with this policy, protocols, local arrangements, and any relevant legislation
- Be involved in the identification of hazards and the development of risk assessments and the implementation of control measures
- Follow any control measures identified through the risk assessment process
- Report any accident, incident, near miss or work-related illness on Dyson's online accident/ incident reporting system, [EcoOnline](#), using local arrangements or by contacting Smart Campus Services (students should inform their Academic Tutor or Student Support Team)
- Notify their Academic Tutor, Line Manager, or SSA if they have a condition affecting their health which may be caused - or made worse - by work, study, or research activities
- Complete the required online/ face-to-face health and safety training modules
- Attend inductions and any health and safety training required for their role or activities
- Attend health surveillance appointments when required by Dyson Technology UK HSE Team, to support compliance and ensure individual wellbeing
- Report any faults, damage, unsafe or unhealthy working conditions, practices or equipment using local arrangements, by logging a ticket on [Expansive FM](#) or contacting smartcampus@dyson.com
- Use equipment for its intended purpose and report any defects
- On discovering a fire, raise the alarm and leave by the nearest exit
- On hearing a non-fire emergency alarm (e.g. equipment alarms or oxygen depletion alarms) follow the local process and instructions
- Notify their Academic Tutor, Line Manager, SSA, or Health and Safety Champion in advance to set up a personal emergency evacuation plan (PEEP) if they need assistance to evacuate

- Not damage the fabric of any building, or connect directly to the services (e.g. gas, water, electricity) other than through a standard electrical socket (without prior agreement from Smart Campus Services)
- Bring any breaches of this policy, protocols or local health and safety arrangements to the attention of their Academic Tutor, Line Manager, Head of Department or Health and Safety Advisor
- Contact Smart Campus Services or Dyson Technology UK HSE Team for further advice

Health and Safety Champion Responsibilities

Health and Safety Champions offer health and safety assistance to staff and students with the day-to-day implementation of health and safety. Responsibilities include:

- Supporting the Institute's teams with implementation of health and safety protocols
- Keeping staff and students informed of current requirements and new developments
- Help to disseminate information, take part in inspections and monitoring, support inductions, guidance with risk assessments, encourage and, where possible, monitor staff uptake of training
- Be a key contact for reporting accidents and incidents, and inform the Director and/or Head of Smart Campus of any serious incidents as soon as possible
- Be a point of contact for local queries providing a two-way channel to escalate any issues and share information
- Participate in monthly Health and Safety Champion meetings to review issues, share updates, and support continuous improvement across the Institute

Dyson Technology UK HSE Team

The Dyson Technology UK HSE Team offer health and safety assistance and advice to the Dyson Institute to support staff and students with the day-to-day implementation. They provide training, fire evacuation and first aid to the Dyson Institute. Students should follow the [Global Dyson Health and Safety Policy](#) when in a Dyson workplace in a working capacity.

RACI

The diagram below (Figure 1) uses the RACI model to outline those who are responsible, accountable, and informed for key high-level activities.

	Council	Beverley Gibbs - Institute Director	Adam Holmes - Head of Smart Campus Services	Laura Checkley - Senior PMO and Operations Officer	Lucy Trowse - Senior Operations Engineer	Neil Nestor - Operational Engineer	Spaces, Technology and Infrastructure Group	Institute Leadership Group	Dyson Global Health and Safety Team	Line Managers	Estates	Security
Workplace								CI	RA			
Workplace days								CI	RA			
International Summer Series								CI	RA			
Students as Learners	A	A	R	C	C	C	I	I				
Labs	A	A	C	C	C	R	I	I	C			C
Makerspace	A	A	C	C	C	R	I	I	C			C
Teaching spaces (non-lab spaces)	A	A	R	C	C		I	I	C			C
Library	A	A	R	C	C		I	I	C			C
Dyson Village	A	A	R	C	C		I	I	C		C	C
Fire Drills	A	A	C	C	R		I	I	C		C	C
Policy Review			A	C	R	C	I	I	C			
Institute Procedural Review			A	C	R	C	I	I	C			
RIDDOR Reporting	I	I	AR	I	I	I	I	I	C		C	C

Appendix 2: Governance

The Dyson Institute's Council, Director and Head of Smart Campus Services will ensure that, where appropriate, any business decision considers the impact on the health and safety of those affected and will review health and safety management within the Dyson Institute annually at a minimum.

The Senior Leadership Team monitors the Dyson Institute's policies and processes, including those specific to health and safety, to identify, assess and manage business risks.

The Health and Safety Champions for the Dyson Institute are:

- Head of Smart Campus Services
- Senior PMO and Operations Manager
- Senior Operations Officer
- Operational Engineer

The Head of Smart Campus Services and Senior Operations Officer will attend Dyson Technology UK HSE Team health and safety committee meetings. As a collective, this group:

- Promote a positive local health and safety culture that prioritises health and safety leadership and awareness
- Act on formal health and safety actions and acknowledge areas of global good practice relating to health and safety performance at the Dyson Institute and Dyson
- Support the implementation of this policy and [Dyson's Global Health and Safety Standards](#)
- Receive, review, and continually improve 'leading and lagging' indicators of health and safety performance (e.g. audit actions)
- Review and, where necessary, act on any internal or external health and safety matter that is brought to the attention of the health and safety committee
- Support local health and safety learning programmes and recommend the establishment of health and safety working groups for specific issues

The Head of Smart Campus will include health and safety as a standing agenda item at the monthly Spaces, Technology, and Infrastructure Group.

