

Health and Safety Services  
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To Safety Co-ordinators (for onward transmission to Deans of Faculty, Heads of School/Directorates, Safety Advisors)

From Dr Melanie Taylor, University Safety Advisor

Date 5 July 2007

cc Prof M Case, Prof P Heggs, Dr S A Robson, Dr D Barker, J Orford  
School & Directorate Safety Advisors

Reference Circular 8/2007

## Streamlining of University policies, etc - Health & Safety Policy Statement and Procedure, and other documents

As you know, the Health & Safety at Work etc Act 1974 requires each employer to have a clear statement of their general policy, organization and arrangements, to keep this under review and to draw the statement to the attention of all staff. The current policy statement is at <http://www.campus.manchester.ac.uk/healthandsafety/policy.htm>

This year, the annual review is taking into account the President's initiative on streamlining policies and procedures that apply across the campus. Format, terminology, document control measures, formal approval mechanisms for such documents are prescribed by the University. A timetable for transposing existing health & safety policies, codes etc has been agreed by the Occupational Health, Safety & Training Advisory Group (which includes trade union representatives). The OHSTAG paper explaining this is on our webpages, [http://www.campus.manchester.ac.uk/healthandsafety/p\\_and\\_g.htm](http://www.campus.manchester.ac.uk/healthandsafety/p_and_g.htm) Much of the work has to be completed by the **end of July 2007**.

In summary, we will :

- transpose the main University h&s policy statement using the new policy format, splitting it into a short policy and longer procedure. The procedure will cover the organisation and general arrangements
- transpose 10-12 existing h&s codes into the new procedures format, where the codes contain requirements that staff or students must follow and which cannot be incorporated into the general procedure (usually because of their very specific nature).
- review of all other codes, guidance etc to check cross-references, hyperlinks etc remain accurate.

The main change will be to the University h&s policy statement, and I invite your comments on the draft 3 page revision below as soon as possible (with my apologies for the tight timetable). The document control box on the 3<sup>rd</sup> page will be a feature of all new policies and procedures. The associated h&s procedure contains much that you have already seen in the existing policy statement, although a few details are still being clarified. The other new procedures will be posted on the above webpage as they are drafted, but are not expected to result in any significant change in text or intention.

Dr Melanie Taylor  
University Safety Advisor

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## Health & Safety Policy 2007/8

### Purpose of this policy

1. It is the policy of the University of Manchester to pursue high standards of health and safety management that are open, supportive and empowering, and responsive to the academic work environment. Our objective is to comply with our statutory obligations, and work beyond these towards good and best practice in the higher education sector.
2. In order to achieve this, the University recognises that health and safety is a core management function and best practice entails its full integration into the management of all other activities. The University will endeavour to ensure that adequate resources are provided to support this policy.
3. In this context, efficient and effective management means
  - embarking on a process of continual improvement
  - showing leadership and commitment to managing health and safety on a day-to-day basis and at a strategic level, and leading by personal example
  - acknowledging and (where appropriate) rewarding good practice
  - using the process of informed risk assessment to design out hazards, and achieve appropriate controls over risks that cannot be eliminated
  - facilitating the involvement of all employees in decisions affecting their health and safety at work.
4. **Internal monitoring and auditing:** The health and safety management process will be subject to internal monitoring and auditing throughout the University, and the outcomes from these processes will inform and improve management practices as part of the commitment to continual improvement. From time to time, the University will also undertake appropriate benchmarking and external auditing exercises.
5. **All staff:** must take reasonable care of themselves and all others who may be affected by their acts and omissions, and to comply with both central and local policies and arrangements for safe working to enable University of Manchester to discharge its legal duties with regard to health and safety. Some staff have specific responsibilities, and these are detailed in health and safety procedure ref xxxx.
6. **All students:** must not interfere with or misuse anything, any objects, structures or systems of work, provided by the University of Manchester in the interests of health and safety.
7. **All staff and students, and their representatives:** are encouraged to participate in decision-making processes locally and campus-wide, and must :
  - report any accident at work which results in personal injury or ill health, however minor, and every dangerous occurrence, including fire, using the approved form;
  - report "near miss" incidents which have the potential to cause injury or ill health, using the approved form;
  - notify the Director of Health & Safety Services when suffering from a disease or medical condition which may be caused by, or made worse by, work activities (this information will be treated as confidential);
  - not proceed with any activity if they feel it poses a threat to their health and safety, or to that of others;
  - report any unsafe or unhealthy working conditions, or suspected faults in buildings, building fabric, or in any equipment, to the Head of School, without delay.
  - assist any visitors who may not be familiar with University procedures, to the best of their abilities.

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8. **For staff and students working in NHS Trust premises:** there is a joint agreement and memorandum of understanding signed by the President and by each Trust Chair, which describes the general principles governing health and safety management in these shared workplaces.
9. **Review and update arrangements:** The policy will be reviewed annually by the Health & Safety Committee, and revised or updated as necessary.
10. **Consequences of non compliance:** Health and safety management should provide a very positive contribution to the overall efficient and effective management of the University. Non-compliance with this policy will therefore be viewed as a serious matter, ultimately subject to the University's statutes on disciplinary procedures for staff and for misconduct of students.

## **Exclusions from this policy:**

11. For the avoidance of doubt, this policy does not cover the University of Manchester Students' Union, residential hall student associations, University subsidiary companies, or companies limited by guarantee, whether or not they are fully or partly owned by the University. These organisations are separately answerable to the Health and Safety Executive, and will require their own policy statements and arrangements, but the University would expect as a minimum for them to comply with the University's own policies.
12. For the purposes of clarification, the Director of STARS is responsible for food hygiene in areas under his control, and the Director of Estates will have regard at all times to the possible impact of estate developments and facilities provision on the environment.

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Document control box	
Policy title:	Health and Safety Policy statement
Date approved:	(tbc)
Approving body:	Board of Governors
Version:	2007/8, v 0.1 (i.e. 1 <sup>st</sup> draft)
Supersedes:	Version 2006/7
Previous review dates:	October 2006, March 2005, October 2004 (interim statement)
Next review date:	October 2007 (annual, or upon any significant change)
Related Statutes, Ordinances, & General Regulations	Health & Safety at Work etc Act 1974, section 2(3) University of Manchester Statute XII(g) University of Manchester Statute XIII, Part III to do with disciplinary procedures for members of staff General Regulations, Regulation XVII, 3(f) and 5(a) to do with misconduct of students
Equality impact outcome	Initial screening will take place during the consultation process.
Related Policies:	To be determined
Related Procedures	Procedure X describing the organisation and arrangements for implementing this policy statement
Related Guidance:	A-Z of guidance documents on specific health & safety topics, at: <a href="http://www.campus.manchester.ac.uk/healthandsafety/CoPs&amp;Guidance.htm">http://www.campus.manchester.ac.uk/healthandsafety/CoPs&amp;Guidance.htm</a>
Related information:	<p>Membership, terms of reference and minutes of :</p> <ul style="list-style-type: none"> <li>• University Health and Safety Committee</li> <li>• University Occupational Health, Safety &amp; Training Advisory Group</li> <li>• University Genetic Modification &amp; Biohazards Safety Advisory Group</li> <li>• University Radiation Safety Advisory Group</li> <li>• University Fire Safety Advisory Group</li> </ul> <p>At: <a href="http://www.campus.manchester.ac.uk/healthandsafety/meetings.htm">http://www.campus.manchester.ac.uk/healthandsafety/meetings.htm</a> (membership / terms of reference to be added; minutes already on)</p> <p>Model roles of school safety advisors &amp; other safety specialists, including school biological safety advisors, radiation protection supervisors, laser safety advisors.</p> <p>Health &amp; Safety Services booklet – aims, purpose, structure, contact details</p>
Policy owner:	Dr S A Robson, Director of Health & Safety Services
Lead contact:	Dr M J Taylor, University Safety Advisor