

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 7th April 2006

Distribution Dr S A Robson, Prof P Heggs, Dr J Bridger

Reference Circular 7/2006

University Health & Safety Policy Statement annual review

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 (section 2(3)).

The University's current statement was formally approved in July 2005, and we are approaching its first annual review. The statement is at <http://www.campus.manchester.ac.uk/healthandsafety/policy.htm>. Amongst other things, it lists the responsibilities of Deans of Faculty, Heads of School and other senior managers.

I seek your comments on this document, and in particular :

- are the duties of managers clearly described, or are there areas where interpretation is in doubt ? (Specific examples of problem areas would greatly assist)
- are the duties fair and achievable (are they SMART objectives)?
- is the relative split of duties between senior managers easy to understand?
- what are your views on establishing faculty health & safety committees in addition to school committees?
- with new and emerging collaborative arrangements, are there any new management structures which do not "fit" the model presented in the statement?
- is the terminology clear?
- are there conflicts with other areas of work which have not been identified and clarified (in this respect, the statement does refer to the Students Union, environmental issues, subsidiary companies and NHS Trusts)?
- What are your views on the supporting documents (codes, guidance notes, technical briefing notes) provided by Health & Safety Services?
- Is there a need to revise the terms of reference of any of the main committees and advisory groups, or the roles of specialist safety advisors (mainly in Appendices 3 & 4)?
- is the University statement helpful in the production of faculty / school policy statements?
- is the one page summary useful in fulfilling the legal requirement for the statement to be drawn to the attention of all staff (this is issued during induction to all new staff)?

All comments received by **8th May 2006*** will be incorporated into my report, which will go to the Occupational Health & Safety Advisory Group, and then the main University Health & Safety Committee and Board.

Dr Melanie Taylor
University Safety Advisor

* *date extended from end April.*