To	Deans, HoFAs, HOSs, Directors
From	Dr Melanie Taylor, Head of Safety Services
Date	13 January 2012
cc	Mr W Spinks, Prof N Thakker, Dr D Barker, School Safety Advisors, Safety Representatives
Reference	Safety Circular 1/2012

Review of University health & safety policy, 2012

Action: Please forward comments on the current University health & safety policy and procedure to me at the Safety Office by **end of February 2012**. These can be submitted on behalf of individuals, senior management teams, local health & safety committees, safety representatives or any other grouping.

The University's Health & Safety Policy and Procedure have been subject to minor updating and review since the merger, and it is time for a more comprehensive consideration of whether they remain fit for purpose.

In their compliance visits during 2011, Prof Thakker and Dr Barker asked specifically for comments on the list of duties assigned to Heads of Schools and equivalent senior managers, and I am grateful to those of you who have already confirmed that these are broadly appropriate.   A number of other issues have been raised over the years and these are listed in the appendix; I would particularly appreciate your opinions on these aspects of policy.

You may find it convenient to use the following link to an electronic version of this, at https://selectsurveys.humanities.manchester.ac.uk/TakeSurvey.aspx?SurveyID=84LK795 but any form of communication will be accepted!

If you plan a general discussion within your school/directorate (eg at SMT or a h&s committee meeting), and you feel it would be helpful for me or a member of the safety team to attend, I will try to facilitate this. The overall plan is to submit a first draft to the March/April cycle of University H&S Committee meetings, and finalise the documents before the summer break.

For your reference, the documents in question are at http://www.campus.manchester.ac.uk/healthandsafety/policy2.htm   They include a short policy, and a more detailed procedure which includes organization and arrangements for managing health & safety, and in appendices the terms of reference and membership of University-level committee and advisory groups, model roles for safety and specialist safety advisors, etc.

Dr Melanie Taylor
Head of Safety Services

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Appendix : issues that have been raised in connection with the 2005-2010 versions of the University's health & safety policy and procedure documents.

		Your opinions and comments
1.	The detailed list of HOS duties (originally at the request of some HOSs), the style of presentation in the document itself and how new HOSs are informed / understand them.	
2.	The line management of technical staff (currently by HOSAs who in general aren't technical staff, and don't direct tech staff in their lab activities).	
3.	Increasing emphasis on establishing "competency" at all levels, and implications for "mandatory" training, development of competency framework, etc.	
4.	Requests to be more specific about delegation, and the appointment and duties of specialist and other school-based safety personnel (SSAs, BSAs, RPSs, Fire evac marshals, etc).	
5.	Whether there is sufficient linkage between work in schools/directorates, and the University-wide committees and systems (although this has been addressed somewhat by the annual monitoring reports which are a 2 way means of communication).	
6.	Whether the current arrangements facilitate or hinder involvement by academic staff.	
7.	Request for more detail about auditing processes, in particular, about HASMAP criteria and requirements.	
8.	A need to clarify the University's relationship with, and (h&s) expectations of, associated bodies such as UMIP/UMIC, UMSU, etc.	
9.	Whether it would be helpful to introduce numerical targets for reducing the number of accidents, or other targets such as increasing the number of near miss reports.	
10.	What the relationship should be between "health & safety" and "environmental sustainability", in terms of management arrangements, and policy/procedure documents.	