

Directorate for the Student Experience

Health and Safety Statement

Our role is to:

- 1 Decide what could harm you in your job and identify the precautions to stop it.
- 2 Explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your Health and Safety representatives in protecting everyone from harm at The University of Manchester.
- 4 Give you the Health and Safety training you need to do your job.
- 5 Provide you with any equipment and protective clothing you need, and ensure that it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first aid facilities.
- 8 Report major injuries and fatalities at work as well as other injuries, diseases and dangerous incidents as outlined by the Health and Safety Executive.
www.hse.gov.uk/riddor
- 9 Have insurance that covers you in case you get hurt at work or are ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's Health and Safety is protected.

I hold overall responsibility for ensuring the Health, Safety and Welfare of all those affected by the work undertaken in the Directorate for the Student Experience. I have delegated responsibility to my Senior Executive Team for managing Health and Safety in their own Divisions, to identify risks and ensure adequate arrangements are in place and communicated locally.

The Directorate regards effective Health and Safety management (identification, assessment and control) as a core management function being at the heart of all its activities, however, it is the responsibility of all members of the Directorate, at every level, to support good Health and Safety procedures, and to report any situation which presents a Health and Safety risk to their Line Manager, so that appropriate action may be taken.

Dr. Simon Merrywest,
Director for the Student Experience
September 2018

Your role is to:

- 1 Follow any training you have received when using any work items we have provided for you.
- 2 Wear personal protective equipment when provided.
- 3 Ensure you are familiar with the emergency evacuation arrangements for your area.
- 4 Not interfere with anything that is provided for your Health, Safety and Welfare.
- 5 Take reasonable care of your own and other people's Health and Safety.
- 6 Co-operate with us on Health and Safety.
- 7 Tell someone (Line Manager, Supervisor, Residential Life Officer or Health and Safety representative) if you think the work or inadequate precautions are putting anyone's Health and Safety at serious risk.
- 8 Report any accidents or incidents to your Line Manager/Supervisor/Residential Life Officer as soon as possible:
www.manchester.ac.uk/healthandsafety

If you have any concerns about Health and Safety in your workplace, talk to your Line Manager/ Supervisor/Residential Life Officer in the first instance. Alternatively, you can approach other Directorate staff with Health and Safety responsibilities, or contact the Directorate Office directly.

This statement is supported by written policies and procedures for each operational area which specify how the Health and Safety policy will be delivered, the local organisational structure and reporting routes.

For further information:

www.manchester.ac.uk/dse-health-safety

telephone **0161 275 7189**