

To Vice-Presidents/Deans, Heads of Schools, HoFAs  
From Dr Melanie Taylor  
Date 28 March 2008  
cc Prof M Case, Dr S A Robson, Dr D Barker, Prof P Heggs  
School Safety Representatives  
Reference Safety Circular 2/2008

## Health & Safety Policy Statement – 2007/8

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 latest revision of our policy statement was recently approved by the Risk Committee and the Board of Governors, and is now on the Health & Safety Services webpages, at <http://www.campus.manchester.ac.uk/healthandsafety/policy.htm>

Compared to the 2006/7 version, the main changes are:

- a new foreword from the President.
- a revised format to take into account the University's policy streamlining exercise; there is now a short policy statement, and a longer, more detailed procedure. The procedure describes the "organization and arrangements" referred to in the legislation.
- some of the detail on the University's committee and advisory groups has been taken out of the policy statement itself, but is still available via the HSS webpages.

There is also a one page summary of the policy and procedure, at <http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance/policystatementsummary.doc>

Please draw this circular to the attention of all your staff, taking particular care to include those who do not regularly use the web or electronic means of communication,

Dr Melanie Taylor  
University Safety Advisor