

CONDITIONS OF EMPLOYMENT FOR SUPPORT STAFF

APPENDIX 3: SAFETY

It is the policy of the University to provide and maintain, so far as is reasonably practicable, a safe and healthy environment for all its employees, students and visitors. This policy extends to all buildings and places under the control of the University, regardless of their location. The University undertakes to comply with the requirements of the Health and Safety at Work etc. Act 1974 and with any associated regulations, codes of practice and guidance notes; and to conduct its affairs in accordance with the provisions of any other relevant health and safety legislation and codes of practice.

The University, with the recognised trades unions, has drawn up a detailed safety policy document, a copy of which is sent to all new appointees.

Responsibility for implementing the safety policy lies with the University, which has established a Safety Executive Committee for this purpose. Also, in accordance with legal requirements, a Joint Safety Advisory Committee, on which the recognised trades unions are represented, has been established.

Heads of School are required to ensure that proper safety arrangements are made for their own staff, students and visitors and that safety is treated as an essential and integral part of the school's activities. In many cases, Heads are assisted in carrying out these duties by School Safety Officers from whom advice and assistance may be sought.

As well as appointing members to serve on the Joint Safety Advisory Committee, the recognised trades unions have appointed safety representatives in most Schools.

Persons in supervisory positions have special duties with regard to safety when in charge of students, employees, research workers or visitors: they must consider the safety aspects of the activities in hand and ensure that all reasonable safety precautions are taken, having sought expert advice wherever appropriate.

However, responsibility for safety also lies with each and every individual in the University. Individuals have at all times a duty to conduct themselves and to do their work in a safe manner so as not to endanger themselves and others around them. Clearly the degree of such responsibility carried by particular individuals will depend on the nature of their work.

24/11/95