

Chapter 9 Health and Safety Policy

1 General statement of Safety Policy

- 1.1 It is the policy of the University to provide and maintain a healthy and safe environment for employees and students.
- 1.2 To this end the University will review continuously all practices and procedures which could affect the health, safety and welfare of staff, students and users of University facilities to ensure that any necessary improvements are implemented.
- 1.3 The University, centrally and through its local management organisation, will provide resources to meet the requirements of this policy.
- 1.4 Prime responsibility for health and safety rests with the Chief Executive and Vice-Chancellor of the University who has direct concern for this policy and accords health and safety matters equal priority to other management or educational functions within the University.
- 1.5 The Chief Executive and Vice-Chancellor further expects University Managers and Supervisors to accord the same level of priority to health and safety matters, and requires all University staff and students to ensure that this policy is observed.

- 1.6 The University Health and Safety Policy is in five parts:

Part 1 The General Statement of Health and Safety Policy (SP1).

Part 2 The Management of Health and Safety in the University.
Responsibilities of senior and specialist staff.
Health and Safety Committee Structure (SP2).

Part 3 Specific policy documents on the arrangements for implementing the Health and Safety Policy (General Reference SP3).

Part 4 The Statement of Health and Safety Organization for each cost centre.

Part 5 Local rules, safe systems of work, codes of practice and details of risk assessments applicable to each Faculty and Support Department or Section.

- 1.7 The Health and Safety Policy is an important document and all members of staff, and students, should be aware of its contents.

Parts 1, 2, 3 and 4 are published on the Intranet; copies may also be seen in the University Libraries, or on application to the Dean or Head of Health and Safety.

Part 5, the safe working practices etc. applicable to each area of work should be available from the area manager or on application to the University Health and Safety Officer.

2 Students' duty

It is the duty of all students:

- 2.1 To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions and
- 2.2 To co-operate with the University to enable compliance with health and safety requirements and the Health and Safety Policy
- 2.3 Not to interfere with, or misuse, anything provided in the interests of health, safety or welfare
- 2.4 To report any faults or defects relating to health and safety matters.

3 Children on campus

- 3.1 The University recognises its legal responsibilities for all persons whilst on University property. While not wishing to be restrictive, it is necessary to take into account the fact that children may be at greater risk of accident or injury than adults. It is therefore necessary for the University to introduce procedures and policies to ensure the health and safety, as far as is reasonably practicable, of all children on University property. It should be noted that the University has a responsibility for safeguarding children whilst on University premises, therefore any student who disregards their responsibilities (as outlined below) may become subject to the University's disciplinary procedures (Chapter 2 of these Regulations).
- 3.2 There will be occasions when a student or visitor may wish to bring a child (under 16 years) onto University property for a short period of time, for example while they collect work or meet a colleague. During this time the child must be under the immediate supervision (at all times) of the adult concerned. On such occasions it will not be necessary or practicable to obtain permission provided access is restricted to low risk areas such as offices. In such cases, the student or visitor accompanying the child shall be responsible for the safety of the child while on University property.
- 3.3 Where a child will be present for other than a short period of time, or may be taken into a higher risk area or may be left unattended, or left with another adult who is not an official guardian, the student or visitor accompanying the child must obtain **express written** permission from the Dean or their nominee **before** the child enters University property. Students are **not** permitted to be accompanied by children during any University timetabled academic sessions.

Areas considered to be higher risk include:

- Laboratories
- Workshops
- Construction sites
- Other hazardous buildings or work areas.