



## **STATEMENT OF HEALTH AND SAFETY POLICY**

The University of Cambridge is committed to the highest standards of excellence in education and research. This commitment to excellence applies equally to the way in which the University accepts its responsibilities for the health and safety of all staff, students, visitors and others who may be affected by the activities of the University.

Accordingly the University will take all reasonable steps necessary to provide a healthy and safe environment for work and study. Compliance with all statutory obligations is the minimum standard. It is the duty of every employee to take care of their own health and safety and that of others who could be affected by their acts or omissions. The University policy on Health and Safety can only be effective if there is commitment by all staff, students, visitors and others at the University.

Signed

A handwritten signature in black ink, appearing to read "Alison Richard".

Date

Jan 6, 2004

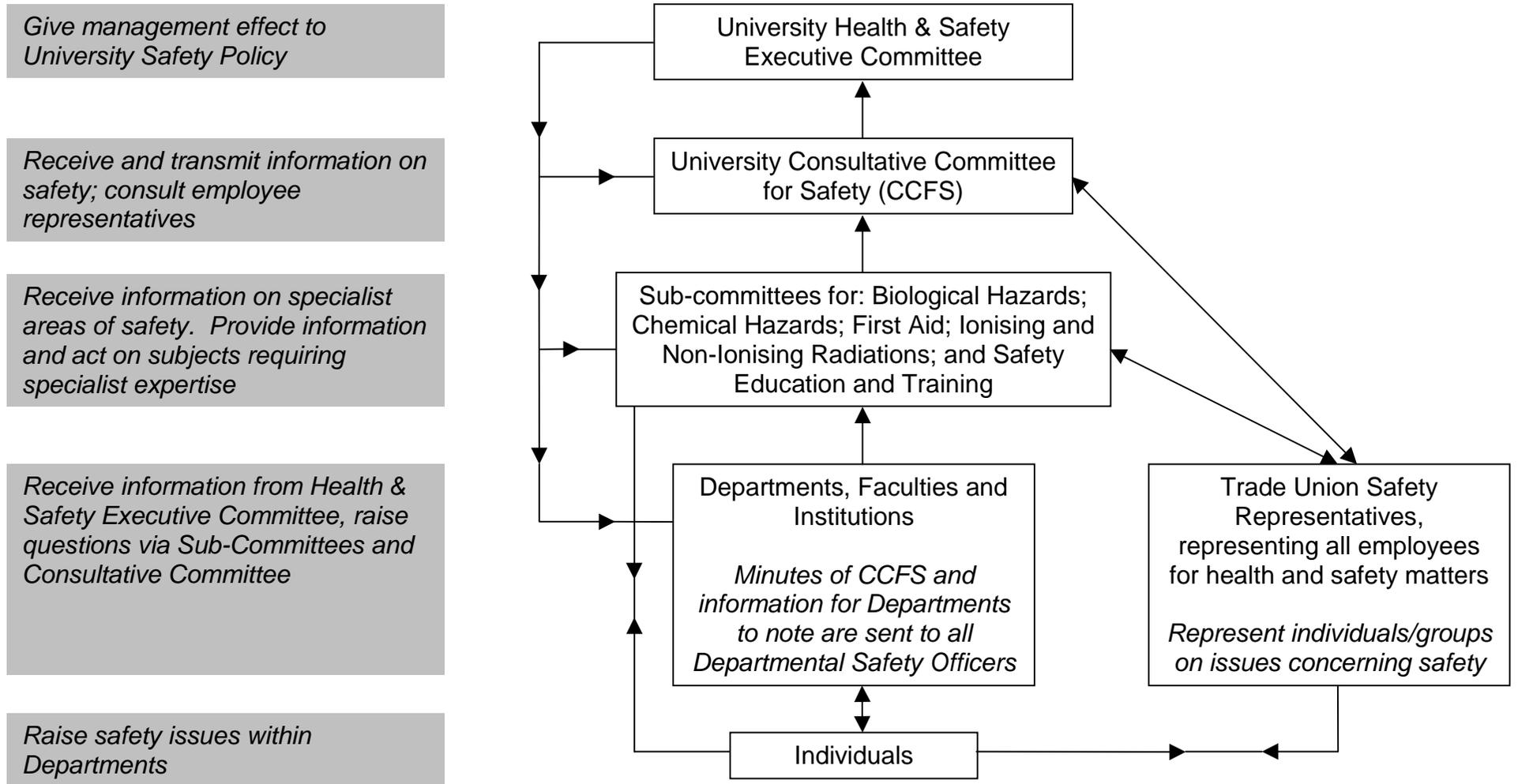
## **HEALTH AND SAFETY POLICY**

1. The University recognises that failures in health and safety management can potentially lead to loss of life, personal injury, damage to property and legal action. Control of risk is a management responsibility inseparable from other aspects of professional management.
2. Corporate responsibility for health and safety rests within the University with the Council and the General Board. The committee structure which gives effect to the implementation of University Health and Safety Policy is shown as *Appendix A*, whilst certain safety roles are defined in *Appendix B*.
3. The underlying principle of the Health and Safety policy is that those who create the risks must manage them.
4. To assist in the task of identifying and controlling risk, persons “competent to advise” are appointed by the University, in accordance with the Management of Health and Safety at Work Regulations.
5. For individual college properties and domus areas, each College has responsibility for the management and application of its own health and safety policies and procedures. Nevertheless, the University and colleges maintain a regular liaison on those matters of health and safety which have general impact or joint effect on both organizations.
6. Heads of Departments\* are responsible within their own domain for implementation of University Health and Safety Policy.
7. Each Head of Department shall prepare a Departmental Safety Policy, which together with this document, forms the University Health and Safety Policy, as required under Section 2 (3) of the Health and Safety at Work Act.
8. Each Head of Department must ensure, as far as is reasonably practicable, that everyone who may be affected by the activities of the Department, is aware of the health and safety arrangements, and has appropriate information, equipment, knowledge, time, training and supervision to enable risks to health and safety to be identified and controlled.
9. Each Head of Department must appoint an appropriate member of staff as Departmental Safety Officer. This person advises the Head on matters of health and safety arrangements. The appointment of this and other persons does not transfer the responsibility for health and safety.
10. The Head of Department must also appoint a suitably trained Fire Safety Manager and sufficient fire wardens to ensure that procedures and controls are developed for the evacuation of their areas in an emergency.
11. As required by the Management of Health and Safety at Work Regulations and other regulations, no work shall be undertaken unless suitable and sufficient assessment of risk has been carried out by the appropriate person. This will be the person who supervises any activity, whether this is a field trip, practical task, office or teaching.
12. All staff in a supervisory position must be familiar with the University Health and Safety Policy, and recognise that they have in this respect responsibility for those whom they supervise. This means promoting and practising good working standards, ensuring equipment is maintained in a safe condition, ensuring that instructions are in place and being followed, and reporting and investigating accidents in order to identify and implement remedial measures. Where students are involved this person is the teaching officer connected with the teaching of undergraduate studies, or the academic supervisor.
13. Private companies embedded within University accommodation are expected to comply with the University Health and Safety policy as a minimum requirement.
14. In accordance with the Management of Health and Safety at Work Regulations, all occupants of buildings whether University, National Health Service Trust or company must liaise and agree their arrangements for managing health and safety.

\* Head of Department in this instance includes Heads of Academic Departments, Institutions and Divisions, and is the person who has administrative authority for the implementation of University Health and Safety Policy.

*As part of the University commitment to improving health and safety standards, this policy is reviewed every two years.*

## Appendix A



## ***Appendix B: Safety Roles within the University***

This is not intended as a comprehensive list. There are, for instance, several specialist safety roles within some Departments.

The University Health and Safety Division is the centre of professional safety expertise, and it:

- is independent of all academic departments
- provides a specialist advisory service
- provides safety advice and support to all sectors

The Director of Health and Safety is responsible for:

- drafting safety policy
- directing University safety strategy
- advising executive officers of the University on safety matters

The University Fire Safety Manager, Estate Management & Building Service (EMBS) is responsible for:

- drafting fire safety policy
- directing University fire safety strategy
- advising executive officers of the University on fire safety matters

The University Radiation Protection Adviser is appointed to:

- advise the University on observance of the Ionising Radiation Regulations
- advise and assist the Health and Safety Division and the Departments on matters relating to the use of ionising radiations

The Head of Department is responsible for:

- appointing a local Departmental Safety Officer
- appointing a local Fire Safety Manager and Fire Wardens
- convening a local safety committee when appropriate
- receiving reports on safety from the Departmental Safety Officer
- ensuring that regular safety inspections are undertaken
- nominating and appointing appropriate individuals to identify and control the risks
- ensuring that there is a policy which sets out Departmental arrangements for:
  - reporting accidents and incidents
  - assessing and controlling risk
  - giving induction and training

The Departmental Safety Officer duties include:

- monitoring the implementation of safety policy locally
- advising the Head of Department on the effectiveness of the local arrangements and the adequacy of the control measures
- reporting on safety to the Head of Department

The Departmental Safety Officer may also fulfil other duties such as making arrangements for the Departmental safety committee, but these must be specified by the Head of Department in the letter of appointment.

The Departmental Fire Safety Manager duties include:

- monitoring and recording implementation of University Fire Safety policy locally
- advising the Head of Department on the effectiveness of the local fire safety provisions and the adequacy of control measures

Every individual has a duty to:

- take care of their own health and safety
- not compromise the health and safety of others
- never interfere with safety equipment
- familiarise themselves with University Health and Safety Policy

Individuals or groups from Divisions other than the Health and Safety Division, have important roles in ensuring at the University level that all activities can be conducted safely. More detailed guidance is available from the Health and Safety Division. Some of the most important of these are:

The Fire Safety Team, who are part of EMBS, deal with all issues relating to fire safety.

The Environmental Officer, who is within EMBS, advises on environmental issues, such as waste disposal.

Occupational Health, who deal with all issues relating to work place health.

Personnel Division, who develop and monitor employment related issues, which may include a safety dimension.

EMBS, who are responsible for the development, up-keep and repair of the University buildings and estates.

Security, who play a front line role in monitoring and acting on all matters of a security nature.

The Insurance Officer within the Finance Division, who liaises directly with the University insurers in response to accident and injury claims and risk management issues.