

ANNEX 1 - HEALTH, SAFETY & WELFARE POLICY AND PROCEDURE

The University has adopted the following policy and procedures and requires all its members, whether staff or students, to follow them at all times.

- i) The University will provide training for all employees to assist in the achievement of safe and healthy working conditions for both employees and students.
- ii) The University will provide and maintain health and safety information, which will be available to staff and students as necessary.
- iii) The University will identify, through Risk Assessment, and so far as is reasonably practicable, eliminate or control hazards and conditions which present a risk to the health and safety of employees, students and others affected directly by the University operations.
- iv) Dangerous incidents must be reported through a reporting system located in the Porters Lodge. Each incident will be investigated and appropriate steps taken to mitigate recurrence.
- v) All serious incidents, accidents, fires, enforcement notices and cases of industrial disease must be reported through the incident reporting procedure / process via the Porters Lodge, which will automatically trigger notification to the appropriate member of SMG and the Health and Safety Committee.
- vi) The University will continue to provide first-aid and welfare facilities, and will arrange for the testing and evaluation of airborne contaminants and noise as necessary.
- vii) Before any new substance, plant and equipment are taken into use, a thorough Risk Assessment and COSHH assessment will be undertaken to minimise risks to health and safety. This will include consultation with the manufacturer or supplier and Estates Department to ensuring that the manufacturer's instructions, legislative compliance and best practice are carried out.
- viii) Whenever the situation demands it the University will, in the interests of safety, provide PPE / protective clothing and/or equipment. The use of PPE is a mandatory requirement, not optional. All protective clothing will meet required standards.
- ix) Risk Assessment will be undertaken to ensure that the external and internal environment is not unreasonably affected by the University work activities.
- x) The University will adopt a Control of Contractors policy to ensure that all contractors employed on University premises are competent and that they are aware of the University's safety policy and procedures.
- xi) Monitoring and compliance of contractors will be carried out by all SMG members and staff responsible for engaging contractors, but with additional overarching involvement by the Estates & Facilities Manager to ensure that all contractors perform in a safe manner and that risks to University employees, students or any

other persons likely to be affected by their activities are reduced to a practicable minimum.

- xii). Regular liaison will be maintained with the Health and Safety Executive, Fire Authority, Local Authorities and with other advisory sources.
- xiii) The University's Health, Safety & Welfare Policy will provide guidance, information, procedures, instructions and Codes of Practice. The manual forms part of the University's Policy Statement and will be brought to the attention of all employees and students.
- xiv) The University will ensure that all work activities involving employees, and others who may be affected by inherent hazards, will be subjected to appropriate risk assessment procedures and details of assessment will be recorded.
- xv) All trips visits and activities involving travel away from the University will be subject to a prior "Visit / Trip" risk assessment in accordance with the University procedure and documented on the approved template

Smoking Policy

In accordance with UK legislation and following consultation with staff and students, the University has adopted a policy of prohibiting smoking within all of its buildings.

Smoking may take place outside of buildings providing that the resultant smoke does not enter any building, therefore smoking in and around the direct entrances to buildings is also prohibited.

Health and Safety Responsibilities

- 1. Overall and final responsibility for health and safety in the University is that of:

Professor C Gaskell Principal

- 2. The following supervisors are responsible for safety in particular areas:

Supervisor	Area
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Dr Steve Chadd	School of Agriculture, Food and Environment
Graham Barton	Campus Buildings/External Contractors
Sarah Tennant-Bell	Student Welfare/Services/Sports/Equipment
Teresa North	Conferences/Accommodation
Jack Lockhart	Catering
Andy Harris	Commercial services / Bar
Dr. Hugh Martin	Laboratories
Prof. Ali Parsa	School of Real Estate & Land Management
Peter Brooks	Library
Simon King	Rural Skills Centre
Tom Overbury	Farms
Simon Williams	IT and Print Room Services
Prof. Kanesh Rajah	School of Business and Entrepreneurship
Dr Meriel Moore-Colyer	School of Equine Management and Science

