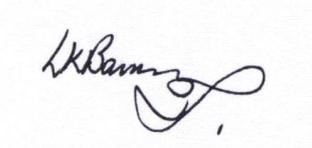




## ***HEALTH AND SAFETY POLICY***

The University of Cambridge is committed to the highest standards of education and research. With this comes the responsibility for the health and safety of the staff, students, visitors and others who may be affected by our activities.

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. In addition, employees have a duty to bring to attention of the employer any failings in the arrangements made for health and safety. The University Health and Safety Policy can only be effective if there is commitment by all staff, students, visitors and others at the University.



Professor Sir Leszek Borysiewicz  
Vice-Chancellor

21 October 2011

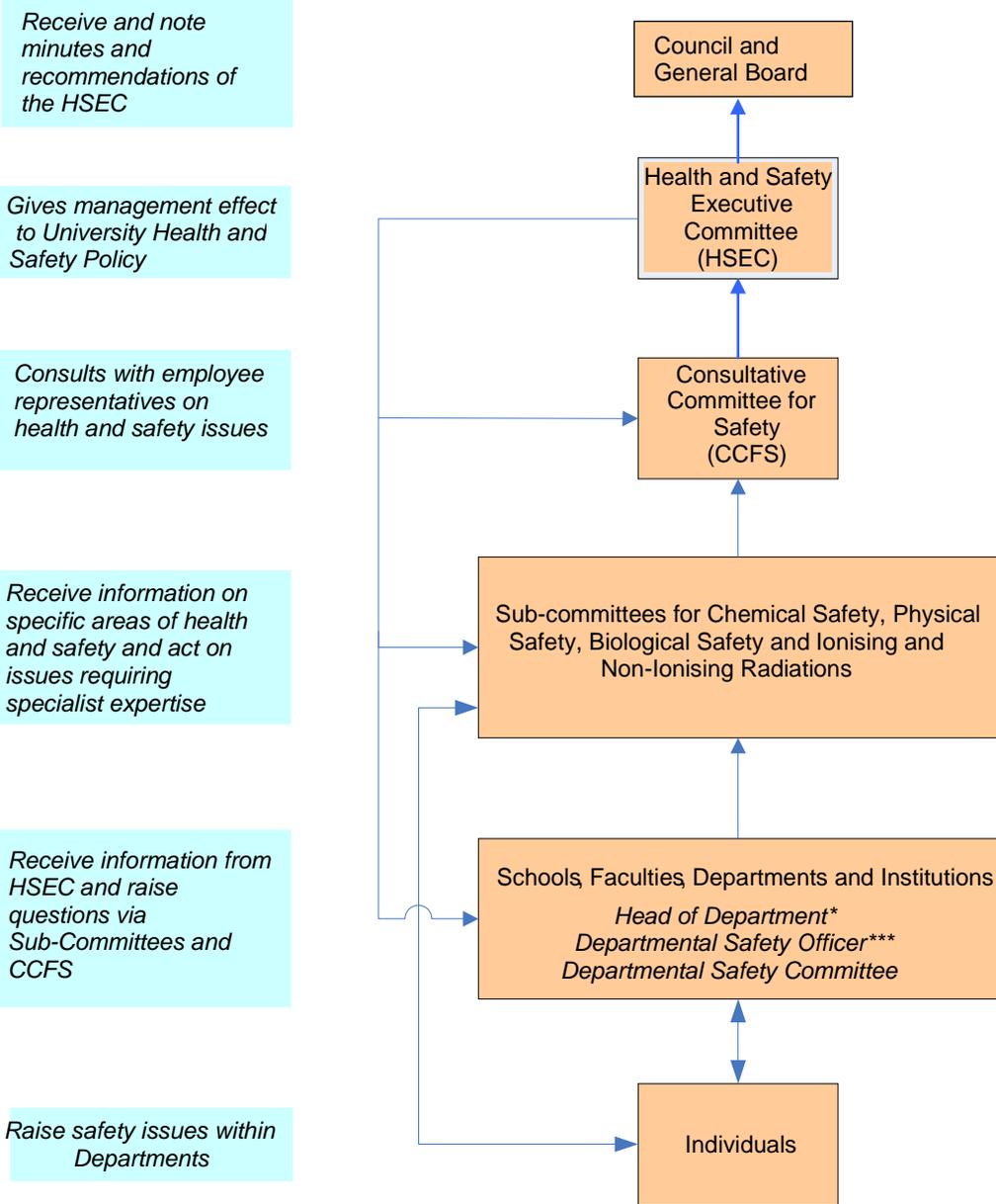
## **HEALTH AND SAFETY POLICY**

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. Controlling risk is one of the main roles of the management of the University.
2. Corporate responsibility for health and safety rests with Council and the General Board. The committee structure which gives effect to the implementation of Health and Safety Policy is shown in *Appendix A*; the main safety management 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 and control them.
4. To assist in 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. These persons may work in any sector of the University.
5. The Colleges have responsibility for the management and application of their own health and safety policies and procedures. However, the University and colleges liaise on those matters of health and safety which impact on the wider University community.
6. Heads of Departments\* are responsible within their own domain for implementation of University Health and Safety Policy. In addition, the Head of Department must set out their own organisational arrangements for safety
7. Each Head of Department shall prepare a Departmental Safety Policy, which together with this University Health and Safety Policy fulfils the requirement 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 in writing an appropriate member of staff as Departmental Safety Officer (DSO). This person monitors the implementation of University and Departmental Health and Safety Policy and advises the Head on the effectiveness of departmental arrangements. The appointment of the DSO and other persons involved in the management of health and safety does not transfer the responsibility from the Head of Department to those individuals. If no DSO (or other statutory role associated health and safety) is appointed then, by default, the Head has that role.
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 in order to define a safe system of work. The supervisor of any activity, whether this is a field trip, practical task, office work or teaching must have an understanding of the hazards and associated risks and make the risk assessment appropriate for the circumstances.
12. All staff in a supervisory position must be familiar with both the University and Departmental 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 for post-graduate research and teaching.
13. Private companies or other independent institutions or bodies embedded within University accommodation must comply with the University Health and Safety policy as a minimum requirement and cooperate and liaise with the University on all issues of health and safety management relating to their presence on University property.

\* 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.

\*\*Supervision means, in this context, the process of overseeing and agreeing the work to be undertaken, whether intellectual or practical.

# Appendix A



Raise safety issues within Departments

Receive information from HSEC and raise questions via Sub-Committees and CCFS

Receive information on specific areas of health and safety and act on issues requiring specialist expertise

Consults with employee representatives on health and safety issues

Gives management effect to University Health and Safety Policy

Receive and note minutes and recommendations of the HSEC

\*\*\* and others with a role in safety management

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

This is not a comprehensive list of roles associated with safety management at the University. There are individuals with specialist safety roles (for example, Biological Safety Officer, Radiation Protection Supervisor, Laser Safety Officer) appointed by some Heads of Department depending on the type of work/research that is carried out within their domain. At University and departmental level, key roles include:

The Director of Health and Safety is responsible for:

- directing University safety strategy
- advising senior managers and executive officers of the University on safety matters
- ensuring the effectiveness of the University health and safety committee structure and the implementation of the University Health and Safety Policy.

The University Radiation Protection Adviser is appointed to:

- be consulted by the University on observance of the Ionising Radiation Regulations
- advise and assist departments on matters relating to the use of ionising radiations

The University Fire Safety Adviser is responsible for:

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

The Head of Department is responsible for:

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

DSO 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 DSO may also fulfil other duties such as making arrangements for the departmental safety committee, but these duties 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

There are also various groups, sections and Divisions that have important roles in ensuring at the University level that activities are conducted safely. These include:

The Human Resources (HR) Division develops and monitors employment policy and staff management issues which may be related to health, safety and wellbeing.

The Occupational Health and Safety Service (OHSS - encompassing the Safety Office and Occupational Health Service) provides a central resource of professional occupational health and safety expertise. The OHSS:

- is independent of all academic departments
- provides a specialist advisory service
- provides occupational health and safety advice and support to all sectors
- organises training (including fire safety training) for staff, students, Fire Wardens and Fire Managers

Estate Management (EM) oversees most issues relating to fire safety in University buildings including:

- Monitoring and maintenance of fire safety equipment and infrastructure
- Specialist advice on all aspects of fire safety

EM are also responsible for the development, maintenance and repair of University buildings and estates.

The Environment Officer as part of EM advises on environmental issues such as trade effluent and certain types of waste disposal.

The Security Office as part of EM develops and monitors security policy and strategy, legislative compliance relating to certain aspects of laboratory research and has a front line role in acting on all matters of a security nature.

The Insurance Office as part of the Finance Division liaise directly with the University insurers in response to accident and injury claims, risk management issues and insurance related inspection schedules.

And remember, EVERY INDIVIDUAL HAS A RESPONSIBILITY 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 and Departmental Health and Safety Policy