POLICY ON HEALTH AND SAFETY AT WORK

1.0 General Policy

1.1 The Council, the Vice-Chancellor and, with our delegated authority, the Chief Operating Officer have overall responsibility for health and safety at Brunel. We are committed to best practice and continuous improvement in determining and minimising any risk to the health and safety of our staff, students and visitors. Compliance with statutory requirements is no more than our starting-point.

1.2 The University’s continuing programme of new build and campus refurbishment, and equally our continuing emphasis on research, require high standards to minimise associated risks. Shortcomings could impact on our academic work, our public standing and our financial viability. Effective management of health and safety at Brunel is integral to the successful functioning of the University overall.

1.3 We recognise that adverse incidents reflect failures of management control as well as shortcomings on the part of individuals. To minimise the incidence of such failures, we are committed to a properly resourced health and safety management system:

- setting and progressively developing appropriate policy and procedures;
- maintaining the organisation necessary to achieve policy objectives;
- planning how to achieve our objectives;
- implementing the plans; and
- continuously monitoring, auditing and reviewing our performance as a whole.

1.4 Consciously that people are our key resource, we are in particular committed to:

- including health and safety in the education and training we provide and providing safe and healthy systems of work to reflect the broad range of activities of the University;
- providing and maintaining plant and equipment; premises that are safe and ensuring safe access and egress;
- providing the information, instruction, training and supervision which will ensure that management, staff and students have the competence and knowledge to work safely and without risk to their health;
- taking action to assess and manage all significant risks to our staff and to those who are not in our employment - students, contractors, and members of the public;
- fostering communication and co-operation with our staff and with our students in progressively improving our standards; and
- allocating the resources necessary to those ends.

Professor Julia Buckingham  
Vice Chancellor and Principal  
18th October 2012
2.0 University organisation and arrangements for health and safety

2.1 Council and the Vice-Chancellor will periodically review and develop this policy; and will monitor the University's health and safety management system overall, including the adequacy of policy, procedures, codes and other documentation related to specific subject areas. To these ends, Council has established the Health and Safety Committee [HSC] charged with independent monitoring, audit and review.

2.2 The HSC, consisting of employer, staff and student union representatives, has both executive and consultative functions. In its executive role, the HSC is responsible to Council for co-ordinating the formulation and issue of University-wide policies and procedures; and for the ongoing monitoring, audit and review of progress. In its consultative role, the HSC is responsible to the Council for ensuring effective consultation, encouraging staff and student involvement and participation.

2.3 The Chief Operating Officer is the University's Lead Director for health and safety and chairs the HSC and the Heads of School, Services and Special Research Institutes (SRI's) are:

- responsible for implementing this Health and Safety Policy within their area of responsibility and responsibility extends through management and supervisors to each member of staff and each student;

- responsible for ensuring a safe and healthy working environment through an effective risk assessment process, which establishes appropriate workplace precautions and risk control systems, and maintenance of premises, plant and equipment. In addition, implement a monitoring regime which will ensure that acceptable standards of risk control are being achieved; and

- expected to lead by example, establishing departmental committees - in each case to the extent appropriate to the risks associated with their work and specifying their own local rules and procedures, as appropriate.

2.4 Any health or safety query or concern from members of staff or from students should in the first instance be directed to their manager or supervisor.

2.5 For specialist advice and assistance, the University provides a properly resourced health and safety team, and maintains arrangements for access to occupational health advice, including pre-employment screening and periodic health surveillance as required.

3.0 Staff and student responsibilities

3.1 The University expects staff and students to take reasonable care for themselves and for others. They are expected to co-operate on health and safety matters; follow Brunel procedures; promptly report any University-related accident, hazard or instance of ill health; and in general behave responsibly.

3.2 Staff should carry out routine on-site risk assessment, ensuring that equipment and facilities are safe and fit for purpose; take any required corrective action; properly use protective equipment; and, as required, seek assistance when any necessary control measure is unavailable. Staff should take full advantage of all opportunities for relevant health and safety training and for input to consultation.