

General Statement

on Arrangements for Health and Safety Duty-holders

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The principal aims of the University's Health and Safety Policy are to reduce risk to people and property and to achieve best practice in complying with its statutory duties.

The nature of the University's activities mean that these risks are complex and our statutory duties, extensive. As stated previously, role-holders are assigned responsibilities to implement particular activities and actions. The building blocks of the University's health and safety management system are:

- risk assessment (the careful examination of the elements in work or study that could cause harm, and the implementation of effective control measures, or precautions which can minimise these risks), and
- clear explanation of the responsibilities and actions placed upon specified role-holders.

Together, these lead to safe systems of work that enable managers and employees to identify hazards and develop measures to minimise the risks.

General Statement

on Arrangements for Health and Safety protocols

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The detailed arrangements for individual health and safety topics are set out separately as a suite of controlled and consistent protocols on the website www.leeds.ac.uk/safety. The protocol for each topic (for example health and safety committees, accident reporting and investigation, first aid, radiation protection and fire safety) contains the following information:

- i) Operational 'standard' or 'statement' – which formally sets out the University's expectations from people in relation to health and safety management practice.
- ii) 'Required roles and actions' – clearly sets out which role-holder (who carries the responsibilities outlined in this Policy) needs to perform each action. These roles include Deans, Heads of School/Service, line managers, and so on.
- iii) Detailed 'guidance' – further information to provide role holders with an understanding of the actions they need to take to fulfil the duties laid out in the Health and Safety Policy.
- iv) Additional forms, checklists, procedures and other useful information.

To create each protocol, Health and Safety Services follows the agreed consultation processes – for more information see www.leeds.ac.uk/safety. This ensures that the information for each protocol meets requirements whilst assuring legal compliance.

General Statement

on Competence and training

Competence and training

To enable each line manager to carry out their responsibilities effectively and ensure compliance with statutory requirements, they are required to ensure competent people can carry out their duties. To support line managers to develop competence in their staff, the University will provide a dedicated programme of essential training and development which all relevant employees are expected to attend. Further information on the training programme is available on the website at www.leeds.ac.uk/safety/training/

General Statement

on Monitoring and Auditing

Monitoring and auditing

The monitoring of health and safety is based on the health and safety management system described in this Policy. This includes a range of mechanisms that facilitate approaches to check progress, including:

- Inspection – scheduled formal examinations of the ‘on-the-ground’ situation by the Head of School (or their delegated nominee) and health and safety staff in partnership with the campus Trade Union safety representatives. The inspection highlights areas of concern so control measures can be put in place before any harm can be caused.
- Spot-checks – a member of the Vice-Chancellor’s Executive Group, health and safety staff and campus Trade Union safety representatives pay an unannounced visit to a University location to check that the expected health and safety standards are being met. This also demonstrates continued commitment to health and safety leadership.
- Audit – Health and Safety Services carries out this planned, independent, detailed process to collect evidence of the effectiveness of local systems for managing health and safety risks, using the HASMAP audit process.
- Review – Deans, Heads of School/ Service, and Health and Safety Managers look at the current health and safety position (using reports from inspections, audit, trend analysis and so on) to assess progress.
- Data collection – where trend analysis, Key Performance Indicators (KPIs) and benchmarking are used to define, measure and compare patterns and progress in health and safety practice.

This system of monitoring allows for a ‘no surprises’ approach to health and safety management at the University of Leeds. For more information on the detail of the monitoring protocol see www.leeds.ac.uk/safety

A schematic of the health and safety system is attached as an Appendix. The system has been developed to be easily explored electronically as a web-based toolkit; paper-based information is also available. The University is working under the auspices of OHS18001 Occupational Health Management System which, as with all quality-based management systems, is continually reviewed.