Facilities Directorate

Health and Safety Policy Statement

STATEMENT OF INTENT

The Facilities Directorate has adopted the University of Leeds Health and Safety Policy in its entirety; the Director and Heads of Service recognise and accept their roles and responsibilities as outlined therein.

The purpose of this Statement is to achieve full compliance with the University strategy and vision whilst addressing specific needs at service level. The Facilities Directorate is a consolidated service, therefore, each Service Head has countersigned this Health and Safety Policy Statement to confirm compliance within their service area.

The Facilities Directorate is committed to high standards of health, safety and welfare, and it is our policy to continuously improve both health and safety management and performance, to create a safe working, living, sporting and catering environment for staff, students, contractors, visitors and the general public.

The key objectives are:

- To comply with legal and other requirements that relate to health and safety hazards as a minimum.
- To comply with the University of Leeds (UoL) Health and Safety Policy: http://www.leeds.ac.uk/safety/policy.htm
- To work towards the requirements of OHSAS 18001 accreditation for all areas within the Facilities Directorate.
- To achieve compliance of the HASMAP Indicators especially UoL Key Performance Indicators, and to reduce RIDDOR accidents, where possible.
- To ensure an effective communication and consultation system for health and safety.

This statement recognises the Facilities Directorate’s obligations under the Health and Safety at Work etc Act 1974, and appropriate legislation, whereby the Facilities Directorate will, so far as is reasonably practicable:

- Set standards that comply with all relevant statutory requirements, so that the activities of any employee or supplier of services sanctioned by the Facilities Directorate does not adversely affect the health and safety of employees, students, contractors, visitors and members of the general public.
- Provide and maintain equipment, in a working, living, sporting and catering environment that are, so far as is reasonably practicable, without risk to health and safety.
- Train all staff to be aware of their responsibilities, and to provide information, instruction and training where applicable, to staff and students on the particular hazards and risks which they are likely to encounter.
- Ensure that these objectives are being fulfilled through the monitoring procedures, which include:
i. Issues (i.e. hazards) raised by employees, students, contractors, or visitors on an ad-hoc basis.

ii. The identification of potential hazards in work, sporting and living spaces, through regular risk assessments, safety inspections and annual safety audits.

iii. The prioritisation of risk by the likelihood and severity of an accident occurring.

iv. Identification of controls to be applied.

v. The highlighting of responsibilities for staff in both control and supervision.

vi. Identifying the date and frequency when appropriate controls need to be applied / monitored.

vii. Raising of safety issues at regular meetings for escalation to the Facilities Directorate Health and Safety Committee.

viii. The review of existing arrangements for safety at these meetings.

Employees, students, contractors and visitors have a duty to co-operate in the operation of this policy by not interfering with or misusing anything provided in their interest or in the interest of other people’s health and safety.

This policy will be regularly monitored to ensure that the objectives are achieved and that it remains relevant to the activities of the Facilities Directorate. It will be reviewed and if necessary revised to reflect legislative or organisational changes.

Signed

Dennis Hopper
Director of the Facilities Directorate
The Heads of Service confirm their commitment to this policy for their own department within the Facilities Directorate.

Louise Ellis
Head of Sustainability
Signature: 

Date: 3rd October 2014

Mike Ferraby
Head of Finance (including FD IT)
Signature: 

Date: 7/10/14

Steve Gilley (including aspects of Campus Support Services)
Head of Estates
Signature: 

Date: 1st October 2014

Josie Ormston
Facilities Directorate HR Manager
Signature: 

Date: 6/10/14

Ian Robertson
Head of Residential Services: (including aspects of Campus Support Services)
Signature: 

Date: 2nd October 2014

Stewart Ross
Head of Commercial Services (including aspects of Campus Support Services)
Signature: 

Date: 2nd October 2014

Michelle Troughton
Head of Planning and Space management
Signature: 

Date: 29 September 2014