

Health and Safety at Work etc. Act 1974, Section 2(3)

University College Birmingham is committed to excellence in all aspects of its undertaking, including its management of Health & Safety at work.

Our general policy is to ensure, so far as is reasonably practicable, the Health & Safety and welfare at work of our employees and the Health & Safety of any other persons who may be affected by our undertaking, including our students.

More specifically, we will ensure, so far as is reasonably practicable, that:

- all machinery and work equipment is suitable for its intended purpose, is maintained in safe working order and is used correctly;
- safe storage is provided for hazardous substances, they are used in accordance with the manufacturer's instructions and they are safely disposed of;
- the workplace and working environment are maintained in a safe condition with adequate heating, lighting and ventilation, and that suitable welfare facilities are provided and maintained;
- if necessary, suitable personal protective equipment is provided to eliminate or reduce the risk of injury or ill-health where hazards and/or risks cannot be controlled by other means; and
- employees are adequately instructed, trained and supervised on safe working practices.

We will comply, as a minimum, with the requirements of applicable Health & Safety legislation and approved codes of practice and, where appropriate, strive to implement relevant guidance published by the Health and Safety Executive.

We will conduct and record (and, as necessary, review) suitable and sufficient risk assessments to identify significant workplace or work-related hazards and risks, including those relating to occupational health and fire safety, in order to determine the necessary measures to eliminate, reduce or control risks to an acceptable level. We will communicate the significant findings of such assessments to those affected.

We will ensure adequate facilities and appropriate arrangements are in place to ensure Health & Safety is maintained during potential emergency situations, such as in the event of a fire or other similar emergency.

We aim to achieve a culture of 'zero tolerance' to or acceptance of unnecessary Health & Safety risks, thereby underpinning our commitment to preventing injury or cases of occupational ill-health. To support this aim, we will ensure there are active engagement with and the involvement of our employees and, as necessary, others (including our students) in ensuring Health & Safety at work.

Employees and, as necessary, others (including our students and contractors working on our premises) are required to actively support us in fulfilling our Health & Safety obligations and must co-operate with us on Health & Safety. Employees must take reasonable care for their own Health & Safety or that of others who may be affected by their acts or omissions whilst at work.

We will inform our employees of their Health & Safety responsibilities and ensure they are adequately trained to undertake the work expected of them.

We will provide employees with adequate Health & Safety information and instruction to ensure Health & Safety at work.

Employees and, as necessary, others will be made aware of this policy statement and our ongoing and determined commitment to ensure its effective implementation.

We will appoint a competent person to provide us with Health & Safety assistance.

We will review and monitor our Health & Safety performance in order to reduce the potential for work-related injuries, cases of occupational ill-health or other incidents (such as fires or dangerous occurrences).

We will take all reasonable measures to ensure that this policy statement is effectively implemented, including maintaining a documented Health & Safety management system.

We will periodically review and, as necessary, revise this policy statement in order to ensure its continuing appropriateness to meet our managerial, operational and legal needs.

This document replaces our previous Health & Safety policy statement, and has immediate effect.

**Vice-Chancellor and
Principal**

Chair of H&S Committee