

1. Introduction.

This guide sets out your involvement in helping University College Birmingham ensure Health & Safety requirements are effectively implemented, and managed. Although it cannot cover everything, if you follow this guide it will help to ensure your active help in supporting us to manage these important areas for us all.

General information about Health & Safety at work will be provided by a number of means, including:

- this guide;
- displaying the approved 'Health and Safety law. What you should know' poster in the workplace (and a copy of the HSE approved leaflet, " is reproduced at Appendix A);
- ensuring you are aware of the 'General Statement of Health & Safety Policy' (UCB-001);
- involving you in the conducting of risk assessments and, if necessary, investigating accidents and incidents;
- providing you with appropriate Health & Safety briefings;
- enabling you to raise Health & Safety concerns; and so on.

In addition, the Safety Representatives and Safety Committee Regulations 1997 and the Health and Safety (Consultation with Employees) Regulations 1996 requires us to consult with our employees on matters affecting Health & Safety. To fulfil this, we will invite employee representatives to attend an 'H&S Committee Meeting' where such issues can be raised and discussed, and our overall Health & Safety performance reviewed. By doing this, it is hoped to ensure everyone becomes actively engaged with us in ensuring Health & Safety is maintained.

However, sometimes situations will occur when things are not as good as they are intended to be, so if at any time, should you feel there is a Health & Safety problem or concern, or you see something wrong, or you see somebody acting irresponsibly or unsafely, please do not ignore it; raise it with your manager as soon as possible, but please *'Don't walk by!'*

If you have a Health & Safety concern, please raise it with your manager. The matter will be investigated and, as necessary, action will be taken to put things right, and you will be told what was done.

If the concern cannot be resolved, we will seek further advice and/or guidance from:

- an external Health & Safety consultant; or, if appropriate,
- the relevant enforcing authority, such as the Health and Safety Executive, HSE, or the Fire & Rescue Service.

Together, Health & Safety can be effectively managed and we will work towards best practice standards in order to reduce the risks of workplace incidents, injuries or cases of occupational ill-health.

Although primarily aimed at employees, this guide will be issued to other interested parties, such as contractors working in our premises, in order that they understand what standards of Health & Safety are expected during their work.

2. Our responsibilities, as your employer.

University College Birmingham, as your employer, has a legal duty to ensure your Health & Safety, and welfare, whilst you are at work, and the Health & Safety of any other persons who may be affected by our activities, such as our students, visitors to the premises, members of the public, etc.

In summary, these Health & Safety duties include:

- identifying the Health & Safety hazards which are present in the workplace and/or arising out of work-related activities, assessing the potential risks (a so-called, 'risk assessment'), implementing appropriate Health & Safety measures to eliminate, reduce or control any unacceptable risks to an acceptable level and ensuring the significant findings of the risk assessments are recorded and communicated;
- making sure the workplace is safe and without risks to health by ensuring that hazardous substances are stored and used safely and by either preventing or adequately controlling exposure to any substances which may damage your health;
- ensuring that any work equipment is suitable for its intended purpose, is safe when used and is properly maintained;
- avoiding unnecessary manual handling operations;
- providing adequate welfare facilities, such as washing and toilet facilities;
- ensuring adequate first-aid arrangements and facilities are provided;
- establishing appropriate emergency arrangements, such as in the event of a fire and/or another emergency;
- ensuring there is adequate heating, lighting and ventilation in the workplace;
- reporting certain types of injuries, diseases and dangerous occurrences to the enforcing authority for the premises;
- providing you with adequate information, instruction, training and supervision to ensure your Health & Safety.

We will provide you, free of any charge, with any necessary health surveillance and appropriate personal protective equipment (PPE), such as eye protection or safety footwear, which is necessary to eliminate risks and/or reduce the potential for injury where risk cannot be adequately controlled by other means.

Further, it will consult with you on matters relating to Health & Safety at work, including:

- any changes to work equipment, work activities or the premises which may substantially affect your Health & Safety;
- information on the hazards and risks present in the workplace or that arise from work activities;
- the measures in place to eliminate, reduce or control Health & Safety risks and/or mitigate their consequences; and
- the arrangements we have in place for ensuring your Health & Safety.

To that end, a copy of the 'General Statement of Health & Safety Policy' will be displayed in workplace; you should read it and familiarise yourself with its content.

To meet these commitments, you will receive regular Health & Safety briefings and be provided with appropriate training and information relevant to your role.

3. Your responsibilities, as an employee.

In addition to our Health & Safety responsibilities as your employer, you too, as an employee, have certain legal duties to fulfil, including:

- taking reasonable care for your own Health & Safety and that of others who may be affected by what you do or do not do;
- co-operating with us on Health & Safety matters;
- correctly using any work equipment provided;
- wearing any personal protective equipment (PPE) provided;
- working in accordance with any training you have been given;
- following any Health & Safety instructions you are given;
- reporting any defects in equipment, unsafe acts and/or working practices;
- not interfering with or misusing anything provided in the interests of Health & Safety and welfare.

Also, make yourself aware of the emergency evacuation and first-aid arrangements that are in place, before you need to.

4. The commitments to each other.

As an employee, you should expect us to:

- provide you with an appropriate Health & Safety induction.
- provide you with a 'Pre-employment health screening questionnaire' and to assess your fitness to work.
- provide you with, as appropriate, health surveillance by a competent occupational health provider to check your ongoing health.
- provide you with adequate instruction and training to ensure your Health & Safety at work.
- provide you with Health & Safety briefings about the significant hazards and risks that may affect you.
- provide you, free of charge, with any personal protective equipment (PPE) to help ensure your Health & Safety.
- record and, as appropriate, investigate any accidents to you or other workplace incidents.
- conduct and record suitable and sufficient risk assessments and develop 'Health & Safety Instructions' to control significant risks.

As an employer, we should expect you to:

- take part in the induction, listen to what is said and sign the induction record.
- be honest about your health, properly complete and return, on time, the form and, if required, attend any follow-up meeting.
- attend and participate in the health surveillance programme and provide the occupational health provider with any necessary information.
- participate in and follow any training you have been given and any Health & Safety instructions provided.
- take part in the briefing, think about how it affects your work and ask any questions you want.
- sign the necessary issue record and wear the PPE when required, such as if specified in a risk assessment or method statement.
- tell us about any injuries you receive, even if trivial, and participate in the investigation.
- take part in risk assessment and method statement briefings, sign the necessary sheet and, importantly, follow the rules.

If you feel that we are not fulfilling our Health & Safety commitments to you, please tell your manager!

If you are not fulfilling your commitments to us, your manager will tell you too!

Health & Safety is about co-operation, and together by making the necessary improvements everyone will benefit.

Appendix A: 'Health and safety law. What you need to know' (Approved pocket card).
<http://www.hse.gov.uk/pubns/lawleaflet.pdf>

Health and Safety Law

What you need to know

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.



This is a web-friendly version of the Health and Safety Law leaflet published 04/09

What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report major injuries and fatalities at work to our Incident Contact Centre on **0346 300 9923**. Report other injuries, diseases and dangerous incidents online at www.hse.gov.uk.
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: www.hse.gov.uk

Fire safety

You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

Employment rights

Find out more about your employment rights at www.gov.uk.

Further information

The leaflet is available at www.hse.gov.uk/pubns/books/lawleaflet.htm. The information in this leaflet is available in a number of formats.

© Crown copyright 2009. If you wish to reuse the information visit www.hse.gov.uk/copyright.htm for details. First published 04/09.