



Health, Safety and Wellbeing Policy



The health, safety and wellbeing of employees and customers are fundamental to the values and mission of UECS. We want to provide a supportive, safe and healthy work environment for all and this requires the involvement and commitment of all staff at all levels of UECS.

This leaflet briefly outlines the UECS Health, Safety and Wellbeing Policy, which describes responsibilities we all have to look after ourselves, our customers, work colleagues and others who may be affected by what we do at work. It is important that you take time to read the leaflet, as it provides valuable information on your responsibilities and how to meet them.



Why do we have a Health, Safety and Wellbeing Policy?

We want to help employees to keep healthy, protect them from work-related harm, and provide a supportive environment through which staff with health conditions and disabilities can be helped to remain at work. The Health, Safety and Wellbeing Policy describes how we do this and who is responsible for making it happen.

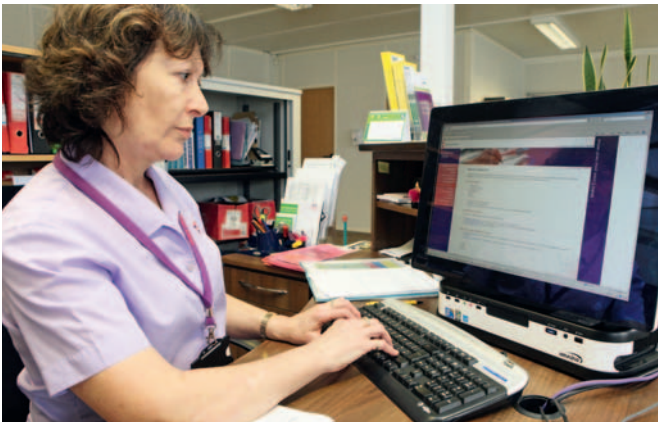
The law requires UECS to protect you from work-related harm. You also have a legal responsibility to look after your own work-related safety and health and that of others affected by your work. Following the policy will help you to ensure you are meeting your legal responsibilities and help UECS to meet its responsibilities to you.

Who is responsible for health and safety within UECS?

Everyone has health and safety responsibilities, but the extent of your responsibilities will depend on your role. As an employee you are responsible for:

- Looking after your own work-related health and safety and the health and safety of others affected by your work activities
- Following safe working practices and carrying out your health and safety responsibilities as detailed in UECS health and safety policies and standards
- Reporting accidents, work-related ill-health, hazards and incidents. Also, unsafe working practices that could lead to someone being harmed
- Taking part in health and safety training and development as required
- Using work equipment safely and in accordance with instructions or training
- Making sure that suitable precautions are put into place to protect people from harm before you organise activities, events or projects
- Seeking advice if you do not feel competent to carry out your responsibilities

If you are a **line manager** you are responsible for the health and safety of your employees and the work areas and activities within your area of control. You must make sure that



employees understand what they need to do to stay safe, are competent and work safely and in accordance with UECS requirements. You must also ensure that suitable risk assessments are carried out for hazardous work activities and that they take account of the needs of individual employees.

The **Board of Directors** has overall responsibility for the health and safety within UECS; whilst the **Director of Campus Services** is the most senior employee responsible for the implementation of UECS Health, Safety and Wellbeing Policy. **Unit General Managers** have responsibility for ensuring that their business unit complies with UECS health and safety requirements and has effective systems in place for the management of health and safety. **The Deputy Director - Operations** has responsibility for ensuring compliance to UECS health and safety requirements and has effective systems in place for the management of health and safety. Their full responsibilities, along with those of other **senior managers** can be found in the *Health, Safety and Wellbeing Policy*, which is available via the health and safety pages of the University's website (see back page).

What do I need to do to meet my responsibilities?

UECS has a range of health and safety standards that tell you what you need to do to meet your responsibilities. These can be found on the health and safety pages of the University's website. Your manager will also have risk assessments and safe working procedures relating specifically to your work. Make sure that you are following them. If you don't understand what you need to do, or feel you need further training and development, speak to your manager.

If you are a manager make sure that you understand the health and safety risks arising from the work you are responsible for. Keep employees informed on anything that affects their health and safety and make sure they get the information, training and equipment they need to do their work safely. Regularly check that safety precautions are in place and being followed. Guidance and training is available to help you manage health and safety (read further).



What happens if I don't meet my responsibilities?

You have a responsibility in law to cooperate with UECS to help it meet its responsibilities, so failure to do so could ultimately result in disciplinary action. More importantly, it could result in you, a colleague or a customer being harmed. Your manager will need to discuss with you why you are having difficulty meeting your responsibilities and help you to overcome any problems. Disciplinary action would only be considered in rare cases, for example where you knowingly did something that could cause serious harm to yourself or others.

Who can help me if I need advice?

Each business unit within UECS has a **Health and Safety Liaison Officer (HSLO)**. These are employees who assist their Unit General Manager with coordinating health and safety arrangements. They will be able to provide advice on business unit health and safety procedures or direct you to specialist technical advice.

The **Health and Safety Advisory Service (HSAS)** are a team of professional health and safety and fire safety advisers. They provide technical advice, training and support, to help you and UECS meet legal requirements and provide a safe working environment. They also carry out regular monitoring to check that safety requirements are being met.

The **Occupational Health Service** provides a confidential, impartial occupational health service to all staff, which includes advice on the prevention of work-related ill-health, fitness for work and adaptations to assist those with disabilities, ill-health or injuries to return to or remain at work.

Safety Representatives are appointed by trade unions to represent all employees on health and safety. You do not need to be a Union member to ask for their assistance with a health and safety concern. The Health and Safety law poster displayed in your workplace includes their contact details.



What do I do if I have a health and safety concern?

If you identify a health and safety concern or hazard take action to remedy it (if it is in your control) and/or report it to your line manager. Also make sure a health and safety incident form is completed. Premises hazards should be reported through the Estates Management Section helpdesk.

It is important that we learn from all incidents or unsafe work activities that have or could have caused harm. That is why it is important that you report them promptly. Find out more about reporting health and safety incidents from your manager or on the University's website at: www.essex.ac.uk/ohsas/report.htm.

How do I get further information on health and safety?

Your line manager will show you how to access health and safety information specific to your job role. Business unit notice boards also display health and safety information and contact details of your HSLO and other key people in your business unit who can help you.

The full Health, Safety and Wellbeing Policy and further information on health and safety can also be found on the University's website at www.essex.ac.uk/ohsas.

For information and advice on health and safety contact HSAS by e-mail safety@essex.ac.uk or telephone (01206 87)2944. For confidential occupational health advice: e-mail ohquery@essex.ac.uk or telephone extrn. (01206 87)2399

