

Health, Safety and Fire Safety Policy Statement



Statement of intent

1. In recognition of the responsibilities placed upon employers by the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005 (and all other relevant legislation), this University is committed to taking all reasonably practicable steps to ensure the health, safety and welfare of staff, students and other persons who may be affected by its activities.

2. It is the responsibility of the Board of Governors of the University, through the Chief Executive, supported by the Executive Group and all Heads of Departments, to ensure that statutory requirements are met and that appropriate standards are applied. To this end, the University recognises that health and safety is a core management function and must be integrated into all other management policies and practices, especially planning.

3. The University will promote the health, well-being and personal safety of its staff and students through its "Well Met" and "Campus Watch" initiatives.

4. The University is committed to managing the risks associated with its undertaking, and will provide appropriate resources for the health, safety and welfare of staff, students and others, through departments.

5. The University aims to achieve standards of best practice for risk management and control. Therefore, health and safety performance will be measured regularly by means of an auditing programme (HASMAPP), to check that policies and practices are effective in driving progressive improvements in safety management.

6. The University will monitor health and safety policies and arrangements annually, review them as appropriate, and develop them in consultation with employee (and student) safety representatives from recognised Trades Unions, the Staff Representative Council and the Students Union. This function will be carried out by the University Health and Safety Council (a sub-committee of the Board of Governors), as will the monitoring of policy implementation, and consultation on all matters affecting the health and safety of staff and students. Faculty/Departmental Safety Group and Building User

Group Meetings will support this process.

7. The University will ensure that all staff members have the relevant competencies to carry out their roles with a minimum risk to the health and safety of themselves and others. This will be done through the induction process, regular performance appraisals and appropriate training.

8. All staff who manage or supervise other people (including staff, students and visitors) have a responsibility to manage health and safety and fire safety effectively, primarily by implementing a continuous programme of risk assessment, including fire risk assessment. To assist Heads of Departments in this aspect of management, Departmental Safety Coordinators will be appointed and the Health and Safety Office will provide advice.

9. All students taking part in University-controlled activities must take due care of their own and others health and safety. They must comply with legislation, University policies and rules, and instructions from staff, and report hazards or dangerous situations to their teaching supervisors or site operations staff. Students will receive appropriate safety instruction as an integrated part of their studies.

10. Visitors are required to comply with legislation, University policies and rules, and report any problems to site operations staff, whilst on University premises.

11. Contractors are required to comply with the health and safety requirements specified in the University's Maintenance and Small Works Management Handbook.

12. The University will produce detailed health and safety and fire safety policy and guidance documents to support this statement.

Agreed by the Board of Governors on 17 March 2010 and issued by authority of London Metropolitan University

Vice-Chancellor and Chief Executive

A handwritten signature in black ink, appearing to read "Malcolm Gillies".

Malcolm Gillies

March 2010

www.londonmet.ac.uk/safety