Health and Safety Policy Statement

1. The University of Keele, as an employer, is fully committed to ensuring the provision and maintenance of a healthy and safe working environment for all of its employees, students and any other person who may be affected by its work activities. To this end the University commits itself to the implementation of the Health and Safety at Work etc. Act 1974 and all other relevant health and safety statutory provisions, as a minimum acceptable standard.

2. The Council of the University through its officers will seek to ensure that statutory requirements are met by the formulation, implementation and development of policy, together with the setting of Corporate Health and Safety Objectives and performance standards. Appropriate action will be taken at senior management level to underpin this commitment. The University also recognises the contribution employees can make to policy implementation and will encourage their personal input.

3. The University recognises the duties of all employees at all levels to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.

4. The University will endorse appropriate health and safety management standards, recognising that a successful health and safety management system is one which is integrated with other management activities, with the aim of achieving a progressive and prioritised improvement in health, safety performance and well-being.

5. Appropriate financial provision will be made to support the University’s commitments under this Policy.

6. The University will seek to encourage the commitment of those to whom health and safety responsibilities are delegated. Safe working procedures will be agreed and implemented, following normal consultation, at all levels.

7. The University will endeavour to ensure adequate levels of competence in occupational health, safety and well-being. Staff at all levels will be provided with appropriate information, instruction, training, supervision and communication systems to ensure their occupational health and safety.
8. A Department of Occupational Health and Safety led by the University Health and Safety Adviser will endeavour to provide advice and assistance at all levels on occupational health and safety law and practice.

9. The University recognises and will implement its responsibilities under the Management of Health and Safety at Work Regulations 1999, particularly the duty to provide suitable and sufficient risk assessments. By the provision of information, advice and training of staff, significant hazards arising out of work will be assessed and control measures implemented to reduce risks, as far as reasonably practicable.

10. At University level, health and safety performance will be monitored and reviewed by an Occupational Health and Safety Committee meeting 3 times a year. At Faculty, School, and Administrative Department level Safety Committee meetings will be held at least once a year.

11. Systems will be put in place to ensure that the health and safety implications of any new acquisitions or alterations, whether of buildings, processes, or machines in either academic or non-academic areas of work, are risk assessed as part of the normal planning process. The aim will be to ensure that no member of staff, student, or other person who could be affected, is endangered.

12. Work requiring statutory health or medical surveillance, including employment screening for new staff working in these areas, and pre-course screening and vaccinations for Faculty of Health students, and students of other Faculties as required, will be provided by the University’s Occupational Health Service. The Service, part of the Department of Occupational Health and Safety, will be managed by an Occupational Health Manager with advice, where necessary, from an Occupational Health Physician.

13. The University’s Health and Safety Policy, Performance Standards and Procedures are available on the web. Policy and procedures adopted by Council and its Occupational Health and Safety Committee are included. Regular reviews and development of policy and procedures will take place using a priority rating system.

14. The Staff Health and Safety Information guide, which is issued to all staff, will be reviewed regularly.

15. This Policy Statement will be reviewed annually, along with other Faculty, School and Administrative Departmental safety policies.

Professor Nick Foskett
Vice-Chancellor
Keele University

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