
SAFETY SERVICES UPDATE OCTOBER 2018

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It's been a very busy 12 months and I thought it would be a good idea to provide a bite size update:

1. We have a brand new [health and safety web page](#). Everything will be updated, in one place and current! Please bookmark it and share
2. We have a new [Health and Safety Policy Statement](#). This sets out the commitment of the University. Please note the last sentence – we are about making things happen safely, rather than spoiling your plans!
3. Importantly (this is important), we have a new [Statement of Roles and Responsibilities](#). Forming part of the Health and Safety Statement, this sets out where **YOU** fit into the University Safety Management System. Please read the section relevant to you, especially if you are in a senior management position
4. We are currently training staff to fulfil the role of Safety Advisor. Their role, which is voluntary, will be to support management in their duty to implement the Health and Safety Policy locally. To be effective, they will need to be given time to perform this role to include carrying out basic workplace inspections, supporting others engaged in risk, COSHH and manual handling assessments and helping with incident investigation. Find out who your Safety Advisor is, if you do not have one, nominate someone and we will provide training. Their role is crucial to the University Safety Management System
5. We are launching an online Accident and Near Miss reporting system. This will enable staff to report accidents and near misses in accordance with the new [SCoP 06 Reporting Incidents, Diseases and Near Misses](#). As soon as it is live (wc 5 Nov) there will be a link [here](#). Please encourage staff to use it.
6. We have been updating/drafting new policies and these can be found on the new web pages. Have a look at the [Policies Database](#)
7. The University Safety Management System has recently been audited. The outcome will be shared widely, as will the Action Plan.

FUTURE PLANNING

8. [TRAINING....!](#) We recognise this is fundamental. Top of the list is manual handling, CoSHH, and risk assessment. Please identify your staff who need this as a priority
9. There is a long list of policies and procedures to update/draft. Priorities are CoSHH, manual handling and lone working.
10. The University will need additional Safety Advisors – training will begin in December – please nominate suitable staff
11. We need to look at field trips, both domestic and overseas
12. We are planning some Health and Safety Leadership sessions for Senior Managers and these will help to demystify and simplify safety management