

## HEALTH & SAFETY AT WORK ACT 1974

### WRITTEN POLICY STATEMENT OF THE BOARD OF GOVERNORS OF HARPER ADAMS UNIVERSITY COLLEGE, NEWPORT, SHROPSHIRE AS REQUIRED BY SECTION 2(3) OF THE ACT

1. The Board of Governors of Harper Adams University College, Newport, Shropshire, as the responsible authority for the purposes of the Health & Safety at Work Act 1974, states that it is aware of and will carry out its duties and responsibilities under the Act to ensure, as far as is reasonably practical, the health, safety and welfare at work of all employees of the College, all students registered with and attending full-time at the College and others who may be affected by College work, activities and undertakings.
2. The Board of Governors will, through the Principal and Managers, take all measures within its powers to meet these responsibilities in accordance with the general requirements of the Health & Safety at Work Act 1974 and the specific requirements of the Management of Health & Safety at Work Regulations 1999 in particular, and in compliance with, Section 2 (2) of the Act:
  - a. Will provide and maintain machinery and work systems that are, as far as is reasonably practicable, safe and without risk to health;
  - b. Will make arrangements for ensuring, so far as is reasonable and practicable, the safety and absence of risks to health in work systems involving the use, handling, storage and transport of articles and substances;
  - c. Will provide the necessary information, instruction, training and supervision to ensure, so far as is reasonably practicable, the health and safety at work of its employees and students registered with and attending the College;
  - d. Will maintain, so far as is reasonably practicable, all places of work under its control in a safe condition and without risks to health and provide and maintain means of access to and egress from them that are safe;
  - e. Will provide and maintain a working environment for its employees and students, so far as is reasonably practicable, that it is safe and without risks to health and adequate welfare arrangements and facilities at work.
  - f. Will involve employees and their representatives in the promotion of Health & Safety.
3.
  - a. The Board of Governors agrees, in compliance with Section 2 (7) of the Act, to the establishment of a College Safety Committee, such Committee to be composed of the Health & Safety Officer, the Radiological Protection Officer, representatives from departments of the College, including the students and such other representatives whose presence may be desirable from time to time.
  - b. The Board of Governors agrees that the terms of reference of the College's Health and Safety Committee will be as attached at Annex A.
4. The Board of Governors will provide, through the appropriate medium, technical advice to employees and students in relation to the work that each of them does and, in particular, in relation to all new machinery, equipment and materials which may involve hazards to health & safety.
5. The Board of Governors reminds the College employees and students that they themselves have a legal responsibility, under Section 7 of the Act, to take reasonable care for their own health and safety, for the health and safety of other employees and students on the premises and for the safety of members of the public and to co-operate with the Board of Governors to enable it to discharge its responsibilities successfully.

6. The Board of Governors reminds its employees and students that they must not intentionally or recklessly interfere with or misuse anything provided in the interests of their health and safety which the Board has been required by law to provide.
7. The Board of Governors requires all of its employees and students to work in a safe manner at all times and to cease using machinery, equipment, work places and protective clothing immediately they become unsafe or defective.
8. All accidents to employees and students, involving injuries, must have the details recorded on the College's accident and near miss reporting system maintained by departments and by the Student Services Manager. First aid equipment is provided in appropriate places in the various sections of the College.
9. In accordance with Section 9 of the Act the Board of Governors will not charge, or permit to be charged, any of its employees in respect of any matter connected with their health and safety at work which it is required by law to provide.
10. The Board of Governors has delegated responsibility for:
  - a. such organisation and arranging of training for employees;
  - b. such dissemination of information and instruction for students;
  - c. such provision of guards, protective clothing and safety as are deemed necessary for the Board to meet its responsibilities under the Act as follows:
 

Overall responsibility	-	Principal
Information and advice	-	Health & Safety Officer
Radio-active materials and equipment	-	Radiological Protection Officer
Fire Safety	-	Estates & Facilities Manager
Academic Departments and Laboratories	-	Dean of Academic Affairs
Poultry Unit	-	Poultry Manager
Library	-	Library Services Manager
Learner Support	-	Academic Registrar
Computing	-	Head of Information Systems
College Farm	-	Farm Manager
Premises & Accommodation	-	Estates & Facilities Manager
Grounds	-	Head Groundsman
Students & Halls of Residence	-	Student Services Manager
Domestic Staff	-	Domestic Services Manager
Refectory & Kitchens	-	Catering Manager
Office & Administrative Departments	-	Health & Safety Officer
Laundry	-	Domestic Services Manager

The names of the members of staff holding the posts mentioned above are shown in Annex B.

The Board of Governors has circulated to the above members of staff its policy of health and safety for its employees and students and the members of staff have accepted responsibility for the day-to-day implementation of such policy.

11. The Board of Governors has authorised the preparation and publication by the aforementioned members of staff of specific responsibilities, instructions and hazard details, where they exist, in relation to their particular section of the College.

12. The Board of Governors undertakes to review and update this written Health & Safety Policy Statement annually unless there are changes in the responsibilities of the persons named within it, in which case a revised Statement will be issued to employees and students. A copy of this Statement will be provided for every employee.

Signed .....

Chairman, Board of Governors

24 April 2009

## Health and Safety Committee

Annex A

### Membership 2008/2009

#### Members

Clerk to the Board of Governors		Dr D G Llewellyn (Chairman)
Up to 10 other members representing a range of College activities:		
Laboratories	-	Dr V Talbot
Engineering/Workshops	-	Mr D R White
College Farm	-	Mr S Kirby
Estates and Facilities	-	Mr P Moran
Radiological Protection Officer	-	Dr N W Hall
Biological Safety Officer	-	Dr S Edwards
Academic Departments	-	Professor A H Cobb
Other office based activities	-	Mr C Wells
Catering	-	Mr D Nuttall
Conferences/Short Courses	-	Miss L Chapman
SU President	-	Miss H Plant
Student Services Manager	-	Mrs B Hancock
Representative of the Universities and Colleges Union	-	Dr M Crook

#### In Attendance

Health and Safety Officer	-	Mrs J Walker
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April 2009

**MEMBERS OF STAFF TO WHOM DELEGATION OF DAY-TO-DAY  
RESPONSIBILITY UNDER THE ACT HAS BEEN MADE, AS  
STATED IN PARAGRAPH 10 OF THE GENERAL POLICY STATEMENT**

The Principal	Prof E W Jones
Health and Safety Officer	Mrs J Walker
Radiological Protection Officer	Dr N W Hall
Academic Departments and Laboratories	Prof A H Cobb
Head of Information Systems	Mr C M Taylor
Learner Support	Dr N Morrison
Library	Miss K Greaves
Poultry Unit	Mr L Cadena Terrerro
Farm Manager	Mr S Kirby
Head Groundsman	Mr M Hall
Estates & Facilities Manager	Mr P Moran
Student Services Manager	Mrs B Hancock
Domestic Services Manager	Mrs M Pryce
Catering Manager	Mr D Nuttall
Fire safety	Mr P Moran

\* Note that the delegated members of staff will change from time to time with change in postholders. Changes will be notified in the form of amendments. If there are any doubts who are the responsible members of staff the advice of the Health & Safety Officer should be sought.