

Part 3 – Summary Health and Safety Policy Statement

Health and Safety at Newcastle University A very brief guide for new staff and contractors



Like all large employers the University has a health and safety policy and a team of professionals to support staff in the Schools, Institutes and Services undertake their work in a safe manner without risks to their or other people's long term health. It is important that you, as a new member of staff, find out about the policies and practices in your working area. This applies regardless of the level of knowledge and experience you have from your previous employment as Newcastle University may do some things differently.

In addition to information about safety management and responsibilities of key staff there is also specific information about general safety matters at the University. The most important general points are set out below.

Day to day action

- All accidents and “near misses” must be reported to the University Safety Office. This is to be done as soon as is practicable after the incident, with follow-up reports being used if necessary. (www.safety.ncl.ac.uk/accidentfireandemergency.aspx)
- The use of Display Screen Equipment (referred to as DSE and including computers and similar items) has possible health effects on the user. As a result personal DSE Assessments are required and, if necessary, users are also entitled to free eye tests and glasses (subject to conditions). (www.safety.ncl.ac.uk/guidance-displayscreenequipmentassessments.aspx)
- All electrical mains powered equipment used at the University is subject to examination and testing. Personal equipment used on site may also be examined and tested and action taken should any defects be found.
- For all campus emergencies requiring the Fire Brigade, Ambulance Service or Police dial 6666 the University Security 24 hour emergency telephone number. 999 should only be used off campus.
- For First Aid needs (not requiring ambulance) contact the First Aiders listed for the building / School. Check your local notice board for details.
- Everybody must be aware of the fire and evacuation procedures for their buildings, what the alarms sound like, and where the assembly areas are. Check with your fire marshal for yourself and look at www.safety.ncl.ac.uk/firesafety.aspx for guidance.

Management and representation

- Every School (or Institute or Service) has a local “School Safety Officer” who is able to provide local advice and policy and also investigates incidents and inspects the workplaces in that School (or Institute or Service).
- The three Trade Unions on campus (UCU, Unison and Unite) all have appointed Union Safety Representatives able to deal with enquiries and complaints, and they also represent the Unions on the University Safety Committees.

What I should do now

Contact your line manager to find out the following:

- who is my School Safety Officer.
- about the fire evacuation procedures for my building.
- who the local first aiders are in my building.
- what my School Safety Policy requires of me.

Go to the University Safety Office website at www.safety.ncl.ac.uk for more information, including the full University Safety Policy.

Extract from the University Safety Policy

The University is fully committed to a high standard of Occupational Health and Safety, including working to the best practices.

The University accepts that its statutory duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all its employees and students. The University also accepts its statutory duty to ensure so far as is reasonably practicable, the health and safety of other persons who may be affected by the University's undertakings. The management of safety issues is a specified duty of staff, including those at the most senior level.

In carrying out these statutory duties, the University will seek the advice and full co-operation of all recognised trade unions and professional associations. It also expects every individual member of staff, at every level, to show high personal standards with regard to health and safety, and to transmit these standards to all colleagues and students.

All University employees should be aware that they also have statutory duties under the Act. In particular they:

- must take reasonable care for their own health and safety and for the health and safety of others;
- must co-operate to enable the University to discharge its safety duties.

All employees should also be aware that failure to comply with these requirements may lead both to disciplinary action by the University and prosecution by the Health & Safety Executive or other enforcement authority.

This statement is issued to all members of staff and postgraduate students. The statement is also available on the University website (www.safety.ncl.ac.uk). It is a general statement of policy and must be read in conjunction with the relevant Safety Policy Supplements, School Safety Policies and any other relevant Local Rules.

Further help

You can get further help at any time from:

- the University Safety Office website at www.safety.ncl.ac.uk or
- your School Safety Officer, or
- the University Safety Office (University extension 6274)
- e-mail the University Safety Office on safety-office@ncl.ac.uk