

Health and Safety Policy

It is the policy of the Faculty of Education to ensure that as far as it is reasonably practicable, the health, safety and welfare at work of its entire staff, students and all other persons who may use or visit the Faculty's premises.

The Head of Faculty has the duty and legal responsibility for the implementation of this Faculty policy.

In order for the Head of Faculty to fulfill his/her obligations to carry out these responsibilities he/she has delegated duties to the Faculty Health and Safety Officer (vacant) and members of the Resources, Services and Safety Committee and all staff in a supervisory role. They must recognise that in this respect they have the responsibility for those whom they supervise. This means promoting and practicing good working standards, ensuring Faculty equipment is maintained in a safe condition, ensuring that instructions are in place and are being followed and reporting/investigating accidents in order to identify and implement remedial measures. In the Faculty of Education where students are involved this person is the teaching officer connected with the teaching of undergraduate studies or the academic supervisor.

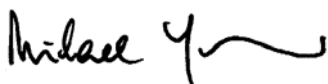
No work shall be undertaken in the Faculty unless suitable and sufficient assessment of risk has been carried out by the appropriate person. This will be the person who supervises the activity, whether it be a field trip, practical task, office based or teaching. A Risk Assessment form can be found on the Faculty's website.

The following nominated Faculty staff are concerned with safety and they should be consulted if guidance is required: - Faculty Secretary, Faculty Health and Safety Officer (vacant), Deputy Health and Safety Officer (Paul Rogers) and Facilities and Events Manager (Anita Chapman). Any suggestions regarding the improvement of health and safety practices within the Faculty of Education are always welcome and should be submitted to the Resources, Services and Safety Committee or the Secretary of the Faculty in writing.

All employees and students within the Faculty of Education must carry out their work in a safe and responsible manner, commensurate with their own level of skill, training, knowledge and attainments.

It is the aim of the Faculty that by example and training, staff and students should be encouraged to develop good safety practice. All those staff having a supervisory roll, at whatever level, are expected, so far as is reasonably practicable, to identify any hazards associated with the premises and substances for which they are responsible and to take steps to ensure that health and safety will not be endangered.

It is the responsibility of **all staff and students** to take reasonable care to ensure their own safety and that of those around them.



Mike Younger
1st October 2007