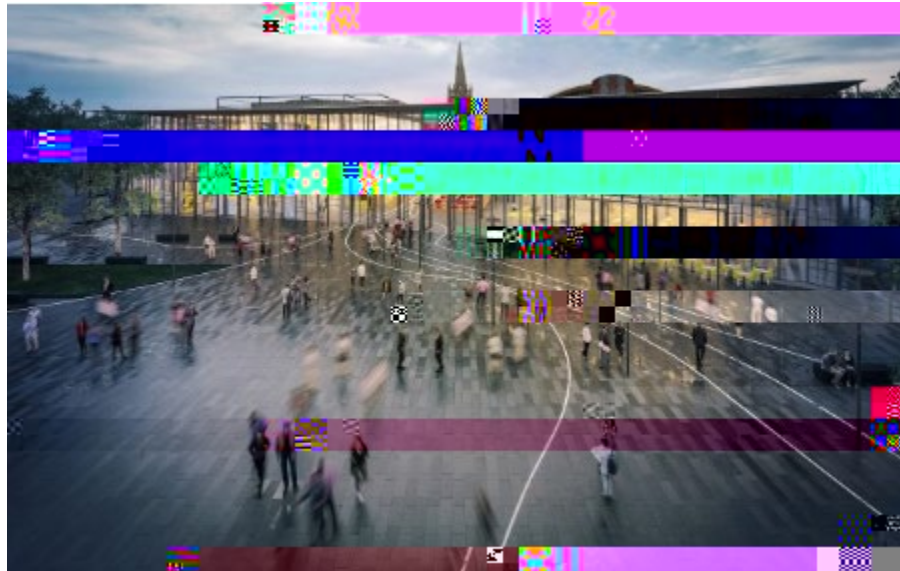


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Safety, Health & Environment Policy



University of Central Lancashire

Version 4



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The University is fully committed to managing its activities to protect the environment and safeguard the health and safety of its employees, students, visitors, the community and all other interested parties.

The University's safety, health and environment strategies, policies and procedures provide the guiding principles to ensure that high standards are achieved while offering a means of promoting continuous improvement in safety, health and environmental matters.

The policy and its associated procedures are designed to achieve the following objectives:

- That employees, students, visitors, contractors and other interested parties are kept safe;
- To eliminate hazards and reduce occupational health, safety and environmental risks;
- To protect the environment and community from the effects of the University's activities, including pollution prevention;
- That the University complies with applicable legal and best practice requirements;
- That safety, health and environmental management systems are effective in maintaining high standards and fulfill the challenge of securing continuous improvement in SHE performance and the SHE Integrated Management System.

In order to achieve these objectives, the University will:

- demonstrate a commitment to safety, health and environment at institutional, school, service and individual level and embed it as a core value;
- integrate SHE management into the University's strategic corporate objectives and planning process to ensure changing circumstances are considered to ensure SHE arrangements are not compromised;

Safety, Health & Environment is Everybody's Responsibility

This section deals with responsibilities, the Board, as the Governing Body of the University, bears ultimate responsibility for the safety and health of the University's students, staff and visitors. The Board are also responsible for the University's environmental obligations.

The Vice-Chancellor has further delegated authority to the Deputy Chief Executive to be the University lead for safety, health and environment and represent SHE at the Audit Committee and reporting to the University Board.

The Vice-Chancellor has also delegated safety, health and environment responsibilities to Deans of Schools and to the Directors of Professional Services which is consistent with the delegation of other responsibilities within the University portfolio.

The Board will:

Maintain a strategic oversight of all matters related to safety, health and environment;
Seek assurance that effective arrangements are in place to manage risk and that they are working effectively;
Ensure there are regular independent reviews of SHE management across the University;
Ensure all members take the lead in ensuring the effective communication of safety, health and environmental duties, responsibilities, benefits and best practice throughout the University.

- Demonstrate the same leadership qualities in safety, health and environment as in academic/professional fields;
- Lead by example in championing safety, health & environment and allocate sufficient resources to the management of such;
- Sign up to and implement the University's Safety, Health and Environment Policies as a demonstration of ownership;
- Communicate the values of safety, health and environment across the University;
- Consider the changing context of the University, both internally and externally, and the implications for safety, health and environment;
- Implement an appropriate safety, health and environment communications strategy;
- Consider the safety, health and environmental implications across the whole life cycle of strategic decisions such as large projects, equipment purchases, restructures,

- Take appropriate action when safety, health and environment is likely to be compromised; if necessary, suspending an activity pending reassessment of the risk.

As a staff member within a school or service you are expected to actively engage with safety, health and environment and will:

- Ensure that you understand and comply with institutional and local safety policy and procedures;
 - Cooperate with the University in pursuance of its safety, health and environment objectives;
 - Take reasonable care for your own health and safety and that of other persons who may be affected by your acts or omissions or the way in which you perform the activities;
 - Raise any issues of non-conformance through your line-management structure including any situation, work practice or procedure which you consider to be potentially hazardous, or which has been reported to you as such;
 - Undertake all SHE mandatory training and other training pursuant to your role;
 - Undertake SHE duties as appropriate to their role e.g. role specific Occupational Health Appointments, SHE Committees etc.;
 - We would encourage staff to volunteer to be a fire marshals, first aiders and Evac-chair handler, etc.
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- Take reasonable care for your health and safety and that of other persons who may be affected by the things you do or don't do;
 - Co-operate with University staff to help enable them to carry out their statutory safety, health and environmental responsibilities;
 - Use as instructed, and not misuse in any way, personal protective equipment, clothing, equipment or materials provided to you by the University or a third party carrying out an activity on behalf of the University;
 - Comply with any Safety, Health and Environment instructions whether verbal or written, which are issued to you;
 - Ensure that you understand any safety, health and environmental instructions, training or briefing that you are given and if you do not you ask for clarification;
 - Report to your tutor, supervisor or other member of University staff any situation, work practice or procedure which you recognise to be potentially hazardous;
 - Report accidents, incidents and near-misses to the appropriate supervisor or senior member of staff.

The University recognises the significant role, consultation, communication and active participation will play in effectively implementing the Safety, Health & Environment Policy.

Key to implementation will be the University's relevant committee structures which will act as lines of communication and consultation on safety, health and environmental issues with interested parties down, up and across University structures.

UCLan will actively promote a programme of open communication with the community at large and other interested parties to help ensure their needs and expectations are considered to foster a relationship of trust and credibility.

Consideration will also be given to the possible concerns of the local community and interested parties regarding the potential adverse impact of any UCLan activities.

Higher risk schools and services must set up their own Safety, Health and Environment Committees.

Lower risk school or service level must set up local SHE committees or ensure SHE related issues are raised and discussed during existing management meetings.

