

MANCHESTER METROPOLITAN UNIVERSITY

STUDENT AND ACADEMIC SERVICES

HEALTH & SAFETY POLICY STATEMENT

FEBRUARY 2008

1. Introduction

Manchester Metropolitan University operates a Health and Safety policy which identifies the key elements of the safety management system and details the commitment the University has for maintaining and improving the health, safety and welfare of staff, students and others who may be affected by our activities.

Student and Academic Services recognises the role strong leadership and effective management controls play in establishing a positive safety culture and preventing incidents, work-related, ill health and accidents.

Staff in Student and Academic Services are expected to operate in full compliance with the Health & Safety Policy and to contribute to the design of systems and controls which are inherently safe and healthy.

2. Policy Commitment

- 2.1 We are committed to high standards in health, safety and welfare for all staff, students and others who may be affected by our activities. We accept that reducing risks in the workplace reduces costs and that good health and safety is good business.
- 2.2 We will ensure that employees, students and others are adequately informed of the identified risks, and where appropriate receive instruction, training and supervision
- 2.3 We will consult with employees representatives on Health and Safety matters

3. Individual's Commitment

The University expects staff, students, contractors and visitors to co-operate on health, safety and welfare matters, take care of their own health and safety and that of others who may be affected by their actions.

4. Health and Safety Organisation

4.1 The Registrar

The Registrar is responsible for delivering the policy commitments for staff, students and visitors within areas of SAS control. (This excludes laboratory-based teaching and research technicians who, owing to the specialist and technical nature of their work, need to report for Health and Safety matters to a competent (by virtue of technical subject area) Dean/Head of Department).

The University Registrar will delegate to a senior staff member responsibility to coordinate routine activities/practices to conform with law, regulations and other codes of practice.

4.2 Members of the Senior Leadership Group and other Heads of Department

Senior staff with departmental responsibilities are responsible for the health and safety of staff, students and visitors in areas under their control.

5. Management Arrangements

The majority of health and safety issues which relate to staff/students/visitors within the Health and Safety management control of Student and Academic Services will be managed by the following bodies: _

The Board of Governors
Directorate
University Health & Safety Committee
Campus Health & Safety Committee

6. Action Areas

Departmental Inspections (Annual)
Manual Handling
Smoking Policy
Expectant mothers
Display Screen Equipment
Stress Policy

7. Emergency Contacts

Work and home telephone numbers of the Senior Leadership Group colleagues and their designated deputies, have been circulated amongst the SLG group and to the University's security control room to be used in the case of an emergency situation.