

PART 1

DEPARTMENTAL HEALTH AND SAFETY POLICY

1. The Department of Civil Engineering considers that high standards of health and safety are integral to the effective management of the department.
2. The Department views compliance with legal requirements as the minimum acceptable health and safety standard and will always endeavor to improve upon those standards where possible within the constraints of available financial resources.
3. The Department is committed to planning, review and development of health and safety arrangements in order to achieve a continual improvement in performance.
4. The Head of Department will ensure that appropriate personnel are appointed to assist in the formation, implementation and development of safety policy and its management.
5. Health and Safety training for all staff, students and those with specific health and safety duties, will be given the same priority as other essential training required for the smooth and safe running of the department.
6. All staff, students and others working in the Department are expected to cooperate on health and safety within the department and must:
 - Comply with appropriate University Codes of Practices
 - Take reasonable care for their own health and safety and that of others that may be affected by their activities
 - Inform their immediate superior or Departmental Safety Advisor of any situations that, within the limits of their competence, they consider could give rise to serious or imminent danger or are shortcomings in safety arrangements.
7. Information on health and safety will be communicated to people working in the Department by induction procedures, a safety folder on the Department server, and pages on the Department website.

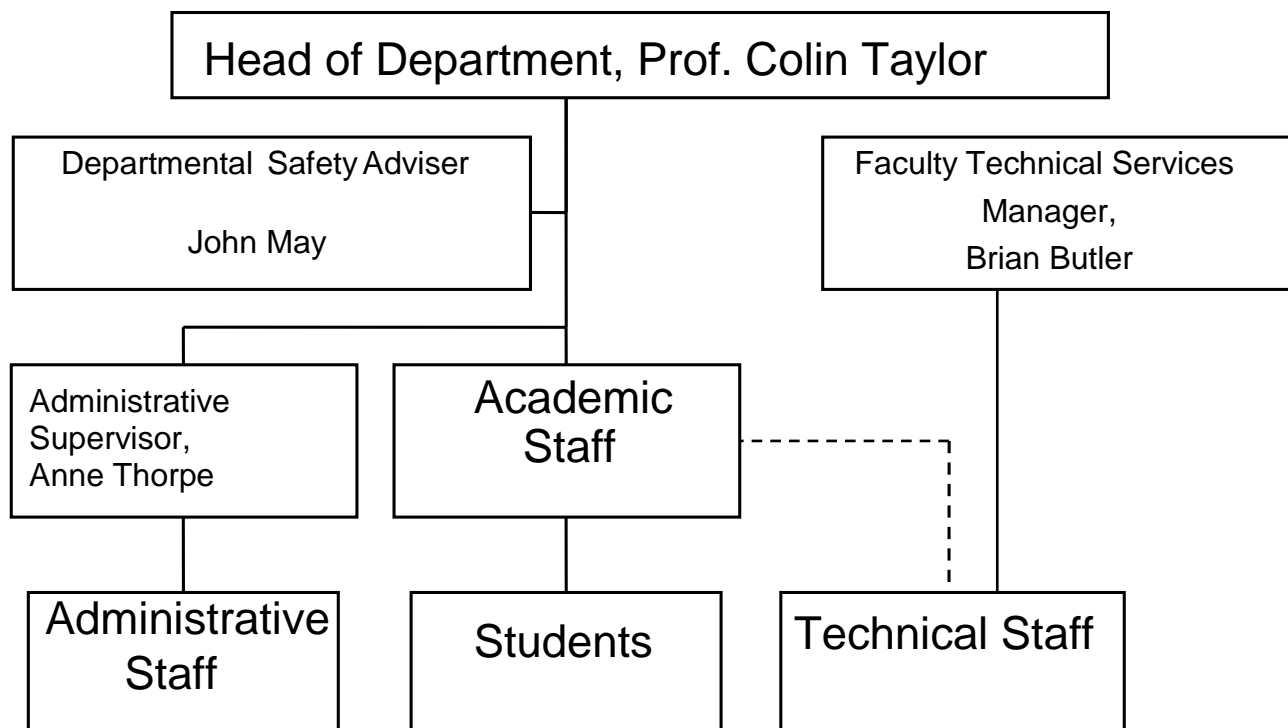
Signed..... Head of Department

Date.....

PART 2

SAFETY ORGANISATION AND RESPONSIBILITIES

SAFETY ORGANISATION



RESPONSIBILITIES

Head of Department (HOD) **Tel 0117 331 5746**

Responsible for all aspects of health and safety in the department.

Faculty Technical Services Manager **Tel 0117 331 7379**

Responsible for Faculty level safety issues, including laboratory safety.

Departmental Safety Advisor (DSA) **Tel 07712 107 203**

Responsible for:

- Advising the HOD in all matters concerning health and safety.
- Producing local safety rules through the HOD.
- Advising staff on risk assessments.
- Carrying out periodic internal health and safety inspections and reporting results to the HOD.
- Providing advice on safe working practices, and ensuring compliance with University Codes of Practice.

- Ensuring an effective accident investigation and reporting process.
- Acting as liaison for Trade Union Safety Representatives.
- Ensuring effective liaison between Works and Buildings and the Department for any work services within the Department with significant safety implications.
- Liaison between the Department and the Safety Office.

Managers and Supervisors

Responsible for:

- Consulting with employees (within their identified functions of management) on all matters relating to health and safety and for bringing to the attention of the DSA or HOD any matter that they are unable to deal with.
- To ensure that safety and health factors are fully taken into account when organising systems of work within the Department.
- For ensuring that employees understand the University health and safety policy and the associated rules relating to their work.

Staff

Responsible for:

- Risk assessments for any of the activities they do themselves, or lead, that have non-negligible risk. For example, field trips, laboratory exercises outside Faculty laboratories, workshops, student placements. Delegating the production of a risk analysis is acceptable but the responsibility for an adequate risk assessment lies with the activity leader.
- Correct processing and dissemination of the risk assessment according to the Departments 'Local Rules'.
- For activities they initiate in Faculty laboratories, confirming that risk assessments have been produced by Faculty laboratory staff and distributed to all lab participants.
- Accident/incident reports for activities they lead outside of Faculty laboratories.
- Safe running of field trips. Legal obligations apply and staff running field trips must attend the appropriate HSO course. Staff running trips are responsible for producing risk assessments for the trips in line with the department's 'local rules', giving appropriate guidance prior to and during the trip, obtaining signatures attesting that the attendees have read and understood the risk assessments and prior guidance, arranging appropriate first aid cover, and reporting back to a Department meeting any lessons learned relating to safety.

All Individuals

Responsible for:

- Compliance with the Departments Safety Policy (this document) and 'Local Rules'.
- **Section 7 "Health and Safety at Work Act 1974"**

To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

To co-operate with management to enable the employer to carry out his legal duties or any requirements as may be imposed.

- **Section 8 “Health and Safety at Work Act 1974”**
- Not to intentionally or recklessly interfere with or misuse any item provided in the interests of health, safety and welfare.

PART 3

ARRANGEMENTS AND SAFE WORKING PROCEDURES

Arrangements for health and safety in the Dept of Civil Engineering are described in the Department's 'Local Rules' for safety, which is a department-specific interpretation of key parts of the University Codes of Practice for Health and Safety. Further details can be found in the Codes themselves, and also in University guidance notes, which can be found on the website of the Health and Safety Office: <http://www.bristol.ac.uk/safety/policy/responsibilities/staff/>