

Estates Health & Safety Leadership at the University of Warwick

Complying with health & safety is an integral part of everyone's role within Estates and the wider University. Every individual member of staff, student, visitor or contractor must:

- Take care of their own health & safety
- Take due consideration for the health & safety of others
- Not interfere with or misuse facilities that are in place in the interests of health & safety
- Comply with the University's policies, standards and the relevant arrangements for the area or activity.

Every individual at the University is encouraged and empowered to stop their work, or the work of others should they feel it is being carried out in an unsafe manner, remembering that **'nothing is so important that it cannot be done safely'**. Please also make yourself aware of and act on the requirements contained within the [Leadership & Management of Health & Safety document](#). Section 13 is a key section of information.

All members of the Estates as University Staff are expected to:

- Take reasonable care of yourself and others who might be impacted by your actions
- Use any equipment, substances or safety devices provided by Estates and the University in accordance with any training or instructions which have been provided, and ensure any defects or problems are reported to your line manager/supervisor
- Tell someone if you think the work or inadequate precautions are putting anyone's health & safety at serious risk. You can also report any incidents using the [University SHE Assure](#) system.
- Follow any local instructions or signage such as Health & Safety notice boards and wear any Personal Protective Equipment (PPE) provided correctly
- Co-operate with Estates and the University of Health & Safety matters including:
 - o Making yourself aware of the [University's Health & Safety Policy](#)
 - o Making yourself aware of the '[Seven Key Health, Safety & Wellbeing Objectives 2021](#)' that have been agreed by the Estates Consultative and Strategic Health, Safety & Wellbeing Groups
 - o Supporting the risk assessment process and the development of Standard Operating Procedures (SOP's) as and when appropriate
 - o Supporting with the completion of workplace Health & Safety inspections as and when appropriate
 - o Supporting incident/near miss investigations as and when appropriate and ensure that accidents, incidents, near misses are all reported via the [University SHE Assure System](#)
 - o Completing your mandatory Health & Safety training (as identified within the University Leadership and Management of Health & Safety document and your Estates training plan)
 - o Providing feedback on Health, Safety & Wellbeing performance to your line manager or supervisor or local Estates Health, Safety, Wellbeing & Accessibility Champion.

To ensure that we all remain compliant I will be arranging proactive monitoring, audits and inspections via the Estates Compliance & Assurance Team.

Estates Office – Health & Safety Memo. July 2021

All Staff

Finally, I would like to thank all of our Estates Health, Safety, Wellbeing & Accessibility Champions and I would encourage you all to proactively engage with them. This builds on our Estates Values and links into the University's Equality Objectives. Our Accessibility pages can be [found here](#).

If you require any further information or clarification on this memo, please do not hesitate to contact your line manager, any of the following or myself:

- o Duncan Stiles, Head of Compliance and Assurance (d.stiles@warwick.ac.uk)
- o Graham Hakes, Senior Health & Safety Adviser (g.hakes@warwick.ac.uk)
- o Mark Evans, Health & Safety (Construction) Adviser (m.evans.3@warwick.ac.uk)
- o Jenny Wheeler, Accessibility Officer (j.wheeler.1@warwick.ac.uk)

Many thanks for your continuing support in our journey to improve our health, safety, wellbeing & accessibility culture and performance within Estates.

James Breckon

Director of Estates