The Head of Department’s Health and Safety Statement of Intent for the Estates Department

It is my intention as the Head of Department for the Estates Department that a positive health and safety culture is established within the department, and that this culture includes awareness and understanding; effective processes; and positive behaviour by staff at all levels and by students, contractors and visitors.

This positive health and safety culture will be people-focused and evidenced by:

a) an atmosphere of trust where people question and challenge unacceptable behaviours and report problems;
b) those with responsibility for health and safety being provided with the required training, guidance, information and support to enable them to perform their roles to the required standard;
c) everyone being clear as to what is acceptable and unacceptable behaviour;
d) colleagues being willing and able to draw the right conclusions from health and safety information and to implement major safety reforms;
e) consultation with and participation of workers, and, where they exist, workers’ representatives when there are potential changes that could impact on staff safety or well-being; and
f) adaptability such that the organisation and its members can adapt to changing circumstances and demands while maintaining focus on health, safety and well-being.

This positive health and safety culture will have as its key elements:

a) sensible risk management that meets defined health and safety standards including compliance with regulatory requirements;
b) the setting of objectives for health and safety at an institutional level within the University’s Leadership and Management document;
c) the development of departmental objectives which complement the institutional objectives and are included in departmental plans;
d) emphasis on the importance of both the physical and mental health of staff and students;
e) estate, assets and facilities that are fit for purpose; and
f) staff, students and contractors behaving in ways conducive to good health and safety.

Health and safety issues must be addressed through robust risk assessment at the specification, design, development and implementation phases in all planning, projects, research and working practices within the University and in its dealings with suppliers and contractors.

Risk control measures identified through the risk assessment process must meet requirements set out in legislation and associated approved codes of practice or best practice guidance as a minimum.

Thereafter, steps must be taken to minimise risks to the health and safety of individuals, so far as is reasonably practicable, taking into account the control hierarchy: placing an emphasis on risk control by elimination, reduction and replacement, and technical solutions in particular.

The Estates Department is committed to strive for continual improvement in health and safety.

It is important for all to remember that there is nothing so important that it cannot be done safely.

James Breckon, Director of Estates

Date: 10/02/2022
Review Due: 09/02/2023
This document is also endorsed by:

Parvez Islam, Director of Environmental Sustainability: Signed .......................... Dated 16/02/2022

Steve Twynholm, Operations Director: Signed ........................................ Dated 16/02/2022

Wendy Roberts, Director of Staff & Student Accommodation: Signed ....................... Dated 10/02/2022

Kevin Edwards, Chief Finance Officer: Signed ........................................ Dated 16/02/2022

Charlotte Lewis, Head of Strategic Programmes and Governance: Signed Charlotte Lewis Dated 16/02/2022

David Hammond, Capital Programme Director: Signed ........................................ Dated 16/02/2022

Duncan Stiles, Head of Assurance, Risk and Property: Signed ................................ Dated 16/02/2022

Julie Doherty, HR Manager: Signed ................................ Dated 28/06/2022

UNIVERSITY HEALTH AND SAFETY POLICY

Organisation for Health and Safety

1. This Policy applies to every aspect of the Department’s activity, including all educational, research, technical and associated management activities, whether carried out on campus or elsewhere.

2. As Head of Department I am accountable for following the University’s health and safety policies and standards, and for meeting the requirements of the ‘Leadership and Management of Health and Safety at the University of Warwick’ document as it relates to my role.

3. Academic staff, Principal Investigators and staff with teaching responsibilities are responsible for meeting University health and safety standards as they apply to their activities and the facilities and equipment they use. In particular they are responsible for assessing and controlling the risks (including health and safety risks associated with new research proposals) in line with University health and safety policies and standards, and for meeting the requirements of the ‘Leadership and Management of Health and Safety at the University of Warwick’ document as it relates to their respective roles.

4. Those who have authority to instigate and direct activities and to instruct others are responsible for the health and safety of the people, activities, and projects that they direct or instruct. All staff in a supervisory position, including research supervisors and teaching staff, are responsible for the health and safety of the people, activities, and projects that they supervise. They must comply with the University’s health and safety policy and the arrangements for the Department.

5. Health and safety is an integral part of everyone’s job. Every individual member of staff, student, visitor or contractor must take care of their own health and safety; take due consideration for the health and safety of others; not interfere with or misuse facilities that are there in the interests of health and safety; and comply with the University’s policies and standards, and the relevant arrangements for the area or activity.

6. Every individual staff member, student, visitor or contractor is empowered to stop their work, or the work of others should they feel the work is being carried out in an unsafe manner: there is nothing so important that it cannot be done safely.

7. The following chart shows the Department’s organisation for health and safety.
UNIVERSITY HEALTH AND SAFETY POLICY

Organisation for Health and Safety

Specific responsibilities for areas of health and safety within the department

Note: Estates have further detailed organisation structures where Staff have key responsibilities for Health and Safety which are available from the Estates M drive.
- Departmental member(s) of other Health and Safety Governance committees;

Estates Strategic Health, Safety and Wellbeing Group. Current Membership by name and title:

Chair of Group; James Breckon, Director of Estates
Deputy Chair of the Group; David Hammond, Capital Programme Director
Administration (minutes); Senior Administrative Assistance
Finance, Compliance; Kevin Edwards, Chief Finance Officer
UNIVERSITY HEALTH AND SAFETY POLICY
and Procurement;

Maintenance, Assets and Facilities; Steve Twynholm, Operations Director
Projects; Graham Steer, Programme Manager
Compliance and Assurance: Duncan Stiles, Head of Assurance, Risk and Property
Health & Safety: Graham Hakes, Senior Health & Safety Advisor
(Central and Operations) Allan Steel, Health and Safety Officer
Health & Safety (Construction): Mark Evans, Health & Safety Adviser
Maintenance: Heather Loosemore, Head of Maintenance
Building Maintenance: Dave Aston, Maintenance Manager, Building Fabric
Facilities: Alan Warwood, Head of Facilities
Transport and Mobility Parvez Islam, Director of Environmental Sustainability
Estates Health, Safety & Wellbeing Tim Budden, PPM Technician
Consultative Group Chair:
Union Representative: Paul Allsopp, Roofer
Wellesbourne Campus: Laura Harris, Estates Site Manager
Accommodation / CCS Wendy Roberts, Director of Staff and Student Accommodation

Estates Health, Safety and Wellbeing Consultative Group. Current membership and Health, Safety, Wellbeing and Accessibility Champions:

Chair of Group - Tim Budden
Deputy Chair of Group - Duncan Stiles
UNIVERSITY HEALTH AND SAFETY POLICY

Health & Safety Advisor - Graham Hakes
Administrator - Becky Murphy/ Carla Murphy
Electrical - Michael Keenan
Grounds - Dean Jackson
Cleaning Services - Ruth Vince
Stores - Chris Henry
Mechanical - Matthew Bromley
Building - Anna Lodge
Carpenter - Steve Rowton
Estates Project - Alistair Dixon
Union - Paul Allsopp
Waste and Recycling - Tony Smith
Post and Portering - Andy Hales
Furniture and Equipment - Anny Williamson
Property and Asset Information - Tim Budden
External Services - Dave Shaw

**UNIVERSITY HEALTH AND SAFETY POLICY**

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<thead>
<tr>
<th>Department</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Wellesbourne</td>
<td>Wayne Owen</td>
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<tr>
<td>Energy and Sustainability</td>
<td>Mark Jarvis</td>
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<td>Estates Service desk</td>
<td>Patrick Cullen</td>
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<tr>
<td>Staff &amp; Family Housing</td>
<td>Tina Briggs</td>
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<td>Student Services</td>
<td>Gareth McConnell</td>
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<td>HR</td>
<td>TBC</td>
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<td>Building Facilities Managers</td>
<td>G.Neish/ S.Loveridge/ A.Bastable/ W.Jenkinson</td>
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<td>Compliance and Assurance</td>
<td>Jenny Wheeler</td>
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<tr>
<td>Transport Systems and Operations</td>
<td>George Saxon</td>
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UNIVERSITY HEALTH AND SAFETY POLICY

Arrangements for Health and Safety

1. This policy complements the University Health and Safety Policy, as approved by Steering Committee.

2. The University's Health and Safety web pages contain further topic specific policy statements (also approved at the Policy Oversight Group and Steering Committee) which outline the University’s expectations in relation to the management of certain higher hazard activities, and are accompanied by guidance for staff, students and visitors;

3. The Estates department's Health, Safety and Wellbeing web pages and local 'shared M drives' provide further information, instructions and Standard Operating Procedures (SOPs) detailing specific arrangements for the department on how the University’s policies are being met locally.

4. The department’s risk assessments are stored within the department’s Health, Safety and Wellbeing web pages and local 'shared M drives' drives'/ SHE Assure as directed and are accessible by/made available to those staff, students and visitors.

5. The department’s Health, Safety and Wellbeing Committee is held at quarterly and chaired by James Breckon, Director of Estates for the Estates Strategic Health, Safety and Wellbeing Group and Chaired by Tim Budden, PPM Technician for the Estates Health, Safety and Wellbeing Consultative Group and is attended by the nominated departmental representatives Health and Safety matters are a standing agenda item at the department’s senior leadership /management meetings.

6. The senior leadership/management team consider a health and safety performance report at least annually that will comprise as a summary of the Estates Health, Safety and Wellbeing objectives that are published on the Estates Health, Safety and Wellbeing Pages.

7. The department provides a Health and Safety Management ‘Self-Assessment’ return at least once every year, and it is the responsibility of the Head of Department and senior leadership to ensure that any shortfalls identified through this process are addressed, working with the Health and Safety Department to set priorities and to develop a Health and Safety Plan as appropriate.

8. Those individuals with accountability or responsibility for health and safety are provided with the required health and safety training and support to enable them to perform their roles to the required standard.

9. The Estates Representative at The University Health and Safety Executive Committee Meeting is: James Breckon, Director of Estates

10. The Estates Representative at The University Health and Safety Committee Meeting is: Duncan Stiles, Head of Assurance, Risk and Property