Estates Office – Health & Safety Communication
February 2022

Estates Health & Safety Leadership at the University of Warwick

Dear Colleague,

Complying with health & safety is an integral part of everyone’s role within Estates. If you have the authority to instigate, direct and supervise activities and instruct others, you are responsible for the health & safety of the people, projects and activities that you supervise, and you must comply with the University’s policies, standards and the relevant arrangement for the area or activity.

Please make yourself aware of, and act on the requirements contained within the updated Leadership and Management of Health and Safety document particularly sections 11, 12 and 13 available via the link:

Please ensure that you and any member of staff that you manage or supervise focus on maintaining the very best safety standards, allowing us to minimise disruption to campus operations and ensure the safety of students, staff, tenants and visitors who interface with the works we undertake.

Our nine key health, safety and wellbeing objectives 2022, available via the link: Health & Safety: Our key objectives | Estates Office | University of Warwick have been consulted and agreed with the Estates Strategic Health, Safety and Wellbeing Group and in line with these, as Supervisors and Managers, we need to engage your support with:

1. Ensuring that 100% of risk assessments are in place for all identified spaces, work activities and equipment that present significant risk and that these are reviewed regularly and timely updated on the Estates Health, Safety and Wellbeing pages Risk assessments | Estates H&S | University of Warwick. Please ensure that Trade Union and employees are formally included in the risk assessment process and their names are included within the risk assessments.

Where risks cannot be managed through engineering controls alone, ensure that safe systems of work are documented, communicated, implemented and complied with through the use of Standard Operating Procedures (SOPs), training and Toolbox Talks (TBTs). Please ensure that you are on top of your team’s training and induct any new members of staff, agency staff, apprentices or contractors where necessary. Further information can be found on the Estates Health, Safety & Wellbeing pages.

2. Reporting accidents, incidents and near misses via the University SHE Assure system and implementing and closing out any actions identified through an investigation within suitable timescales. Ensure that you fully involve with our Health & Safety Colleagues, Unions and Estates Health, Safety and Wellbeing representatives where necessary. It is very important to me that we highlight any lessons learnt and act on them to prevent further incidents and near misses in the future.

3. Ensuring that you and your staff attend all mandatory health & safety training (as identified within the University Leadership & Management of Health & Safety and your local Estates Training Plan). We all need to remain competent and keep our training up to date as per our PDR process and the teams’ training needs analysis programme to undertake the work for which we are engaged.
Health & safety training is a key aspect of health & safety management and there are certain modules that are mandatory. The e-learning (Moodle) modules are for all members of staff at induction and every three years thereafter, as outlined within the University Leadership and Management of Health and Safety document via the link:  
https://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy/leadership_management_of_health_and_safety_v5_09_12_21.pdf

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

Estates Leadership Team