

## 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 behavior 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 behaviors 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 behavior.
- 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.




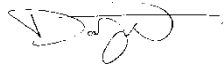



It is important for all to remember that ***there is nothing so important that it cannot be done safely.***

James Breckon, Director of Estates

Date: 11/12/23

Review Due: 11/12/24

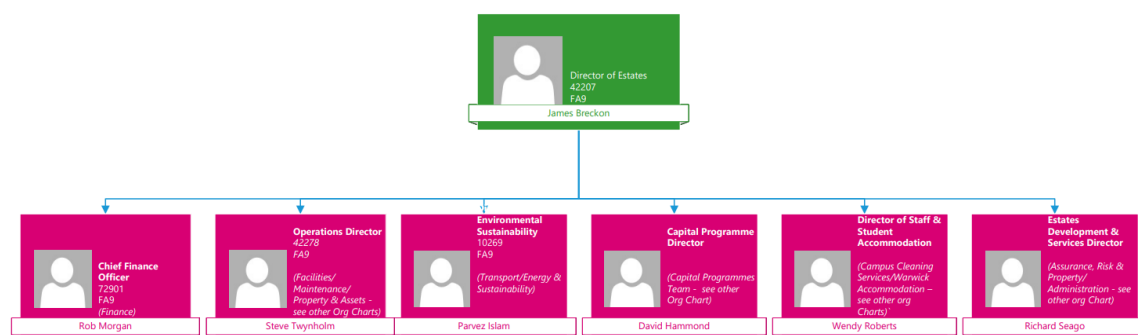
This document is also endorsed by:

Name	Job Title	Signature	Date
Parvez Islam	Director of Environmental Sustainability		29.03.2023
Steve Twynholm	Operations Director		30.03.2023
Wendy Roberts	Director of Staff & Student Accommodation		29.03.2023
David Hammond	Capital Programme Director		29.03.2023
Julie Doherty	HR Manager		29.03.2023
Rob Morgan	Chief Finance Officer		28.07.2023
Richard Seago	Director of Business Services		27.11.2023

## 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.

## 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; Wendy Roberts, Director of Staff and Student Accommodation

Administration (minutes); Senior Administrative Assistance

Finance and Procurement; Rob Morgan, Chief Finance Officer

Maintenance, Assets and Facilities; Steve Twynholm, Operations Director

Projects; Graham Steer, Programme Manager

Assurance/Administration; Duncan Stiles, Head of Assurance, Risk and Property

Health & Safety; Graham Hakes, Senior Health and Safety Advisor, Allan Steel, Health and Safety Officer

(Operations)

Health & Safety (Construction); Mark Evans, Construction Project Safety Advisor

Maintenance; TBC

Facilities; Alan Warwood, Head of Facilities and Customer Services

Estates Health, Safety & Wellbeing; Tim Budden, PPM Surveyor

Consultative Group Chair;

Union Representative; Paul Allsopp, Assistant Zone Manager

Warwick Innovation Campus, Stratford; Dan Collins, Estates Site Manager

Capital Projects; David Hammons, Capital Programme Director

**Invited as required;**

CCSG Health and Safety Representative

Fire Safety Advisor

Maintenance Engineering Surveyor (Water)

Asbestos Compliance Manager

**Note:** In the event of the designated member not being able to attend they must send a representative

\*Or alternative nominated representative by the Chair

**Membership Estates Consultative Health, Safety, Wellbeing and Accessibility Champions:**

Chair/Information and System – Tim Budden

Deputy Chair – Duncan Stiles

Health and Safety Advisor – Graham Hakes/ Allan Steel

Administrator – Carla Murphy/ Senior Administration

Electrical – Michael Keenan/ Simon Bedder

Grounds – Dean Jackson/ Nathan Manktelow/ Christopher Ballard/ Andrew Wood

Cleaning Services – Ruth Vince

Stores/ Procurement - \*

Maintenance Zonal Hubs – Steve Clark/ Sam Hanson/ Andy Bastable/ Simon Loveridge/ Tom Wolczyk/ Sam Hicks/ Wendy Jenkinson

Estates Projects – Alistair Dixon

Union – Paul Allsopp

Waste and Recycling – Darren Slattery/ Andy Aldersley

Estates Training/CPD – Phil Heritage

Post and Portering - \*

Warwick Accommodation – Brett Hurst/ Graham Neish

Furniture and Equipment – Anny Williamson

Mechanical Services – Phil Bowen/ Matthew Bromley

Innovation Campus, Stratford-upon-Avon – Wayne Owen

Energy and Sustainability – Mark Jarvis

Estates Service desk – Shannon Douglas/ Mandip Bagri

Staff and Family Housing – Tina Briggs

HR – Natalie Cox-Casey

Operations Manager – Nigel Smith

Assurance, Risk and Property – Marie Kettell

Transport Systems and Operations – George Saxon

Projects – Edward Vickersmith

Building – Steven Rowton/ Anna Lodge

\* Where no representative appointed – a copy of Minutes to be sent to Department Leads

### 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 [https://warwick.ac.uk/services/estates/h\\_and\\_s/](https://warwick.ac.uk/services/estates/h_and_s/) 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 Risk assessments | Estates H&S | University of Warwick and local 'shared M drives' drives'/ Assure as directed and are accessible by/made available to those staff, students and visitors.
5. The department's Health, Safety and Wellbeing Group 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. [https://warwick.ac.uk/services/estates/h\\_and\\_s/](https://warwick.ac.uk/services/estates/h_and_s/)
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. [https://warwick.ac.uk/services/estates/h\\_and\\_s/](https://warwick.ac.uk/services/estates/h_and_s/)
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. Safety and Wellbeing 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 of delegated member of Estates Leadership Team.

10. The Estates Representative at The University Health and Safety Committee Meeting is:  
Duncan Stiles, Head of Assurance, Risk and Property or delegated member of the Estates  
Leadership Team/ Senior Management Team.