

# Health & Safety Matters

November 2016

**WARWICK**  
THE UNIVERSITY OF WARWICK

## Contractors

The University is ultimately responsible for ensuring that any contractors used are competent and capable of working in a safe manner.

Should you need to appoint a contractor their health and safety competence must be assessed and validated prior to use. If a contractor is not listed on the SAP system it means they have not yet been assessed and that they cannot be used until the health and safety 'validation' process has been completed.

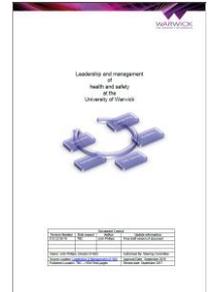
Prior to starting the 'validation' process you must first establish whether there are any other contractors who can carry out that particular kind of work already validated and on SAP. Where a suitable 'validated' contractor cannot be found the individual who requires the activity to be completed must follow the [Contractor Selection & Monitoring](#).

Departments that may need to engage contractors must ensure appropriate staff receive training in the selection and approval process to ensure only suitably competent contractors are used by the University. Many training sessions have already been run, and [further dates](#) are planned.



## Health and Safety Policy

A revised University of Warwick Health and Safety Policy is to be launched during November. Supporting guidance entitled 'Leadership and Management of Health and Safety' will also be available, and this will define responsibilities at all levels across the University.



## Departmental Health and Safety Checklists

In order to help Heads of Departments and Senior Administrators understand their responsibilities, and how to meet the requirements set out in the documents above, a [General H&S Checklist](#) has been developed.

## First Aid



In the event of a serious illness or injury on campus call (024765) **22222**, and not 999.

A full list of first aiders by building can be found [here](#). Please make yourself aware of your local first aider.

First aiders have a responsibility to ensure:

- First aid boxes are properly stocked, and that the contents are in date,
- They [let us know](#) when they move location so that the first aid list can be amended.

## Equipment Safety – Statutory Inspections

Equipment, including items used in research, must comply with the Provision & Use of Work Equipment Regulations and associated legislation.

This includes the need for Statutory Inspections on certain types of equipment, including:

- Pressure systems
- Lifting equipment
- Local Exhaust Ventilation systems (LEV).

Such equipment must be added to the list for [statutory inspection and testing](#). If you have such equipment which has not been subject to appropriate inspection contact your [departmental person](#).

## New Health and Safety Staff

Our new Fire Safety Adviser, Jon Spode, joins us on 21 November.

We also have new Health and Safety Officers (HSOs) in post within the School of Engineering and the Chemistry Department: Julie Freemantle and Rob Jenkins respectively.

Three further HSOs, supporting WMG, SLS, Medical School and Physics, will be joining before the end of 2016.

Useful links

[Report all incidents and near misses](#)

[Health & Safety webpages](#)

[Need advice on health & safety](#)