

Estates Office – Health & Safety Memo. December 2022

All Staff



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 responsibility 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 any area or activity. [hs_policy_document_2022_v7.0_01_11_22_-_signed.pdf \(warwick.ac.uk\)](#)

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 and Safety document in sections 11, 12 and 13, which hold key information for Estates Staff.

https://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy/0xx-uhsec061022_leadership_management_of_health_and_safety_v6_30_08_22.pdf

All members of the Estates Office, 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 Assure system and report using the following link: [UOW Portal b61470bf-91f9-4f38-a1c9-8b2cce40b052 \(sheassure.net\)](#)
- Follow any local instructions or signage, such as Health & Safety notice boards, and wear any Personal Protective Equipment (PPE) provided correctly.

To ensure that we all remain compliant the Estates Leadership Team will be arranging proactive monitoring, audits and inspections via our Estates Assurance, Risk and Property Team.

If you require any further information or clarification on this memo, please do not hesitate to contact your line manager, any of the following listed staff or a member of the Estates Leadership Team.

- Duncan Stiles, Head of Assurance, Risk and Property (d.stiles@warwick.ac.uk)
- Graham Hakes, Senior Health & Safety Adviser (g.hakes@warwick.ac.uk)
- Allan Steel, Health & Safety Officer (allan.steel@warwick.ac.uk)
- Mark Evans, Construction Project Safety Advisor (m.evans.3@warwick.ac.uk)

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

Estates Leadership Team