

# Estates Office – Health & Safety Memo. July 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 care 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 the area or activity. [Health and Safety Policy \(warwick.ac.uk\)](http://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 & Safety document](#). Section 13 is a key section of information.

#### **All members of the Estates 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 [University SHE Assure](#) system.
- Follow any local instructions or signage such as Health & Safety notice boards and wear any Personal Protective Equipment (PPE) provided correctly.
- Co-operate with Estates and the University of Health & Safety matters including:
  - Making yourself aware of the [University's Health & Safety Policy](#)
  - Making yourself aware of the nine [Health & Safety: Our key objectives | Estates Office | University of Warwick](#) that have been agreed by the Estates Consultative and Strategic Health, Safety & Wellbeing Groups.
  - Making yourself aware of the Estates Health and Safety Alerts [Alerts | Health and Safety | Estates Office | University of Warwick](#)
  - Supporting the risk assessment process and working to the Estates [Standard Operating Procedures | Health and Safety | Estates Office \(warwick.ac.uk\)](#) and local Standard Operating Procedures (SOP's) as and when appropriate.
  - Supporting with the completion of workplace Health & Safety inspections as and when appropriate.
  - Supporting incident/near miss investigations as and when appropriate and ensure that accidents, incidents, near misses are all reported via the [University SHE Assure](#).

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- Completing your mandatory Health & Safety training (as identified within the University Leadership and Management of Health & Safety document [Leadership & Management of Health & Safety document](#) and your local Estates training plan)
- Providing feedback on Health, Safety & Wellbeing performance to your line manager or supervisor or local Estates Health, Safety, Wellbeing & Accessibility Champion. [Estates Health Safety Wellbeing and Accessibility Champions. Feb 2022 \(warwick.ac.uk\)](#)

To ensure that we all remain compliant we will be arranging proactive monitoring, audits and inspections via the Estates Leadership Team, Estates Consultative Health, Safety & Wellbeing Group and Estates Assurance, Risk and Property Team.

Finally, we would like to thank all of our Estates Health, Safety, Wellbeing & Accessibility Champions and we would encourage you all to proactively engage with them. This builds on our Estates Values and links into the University's Equality Objectives. Our Accessibility pages can be [found here](#).

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

- Duncan Stiles, Head of Assurance, Risk and Property ([d.stiles@warwick.ac.uk](mailto:d.stiles@warwick.ac.uk))
- Graham Hakes, Senior Health & Safety Adviser ([g.hakes@warwick.ac.uk](mailto:g.hakes@warwick.ac.uk))
- Allan Steel, Health and Safety Officer ([allan.steel@warwick.ac.uk](mailto:allan.steel@warwick.ac.uk))
- Mark Evans, Health & Safety (Construction) Adviser ([m.evans.3@warwick.ac.uk](mailto:m.evans.3@warwick.ac.uk))
- Jenny Wheeler, Accessibility Officer ([j.wheeler.1@warwick.ac.uk](mailto:j.wheeler.1@warwick.ac.uk))

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

### Estates Leadership Team