

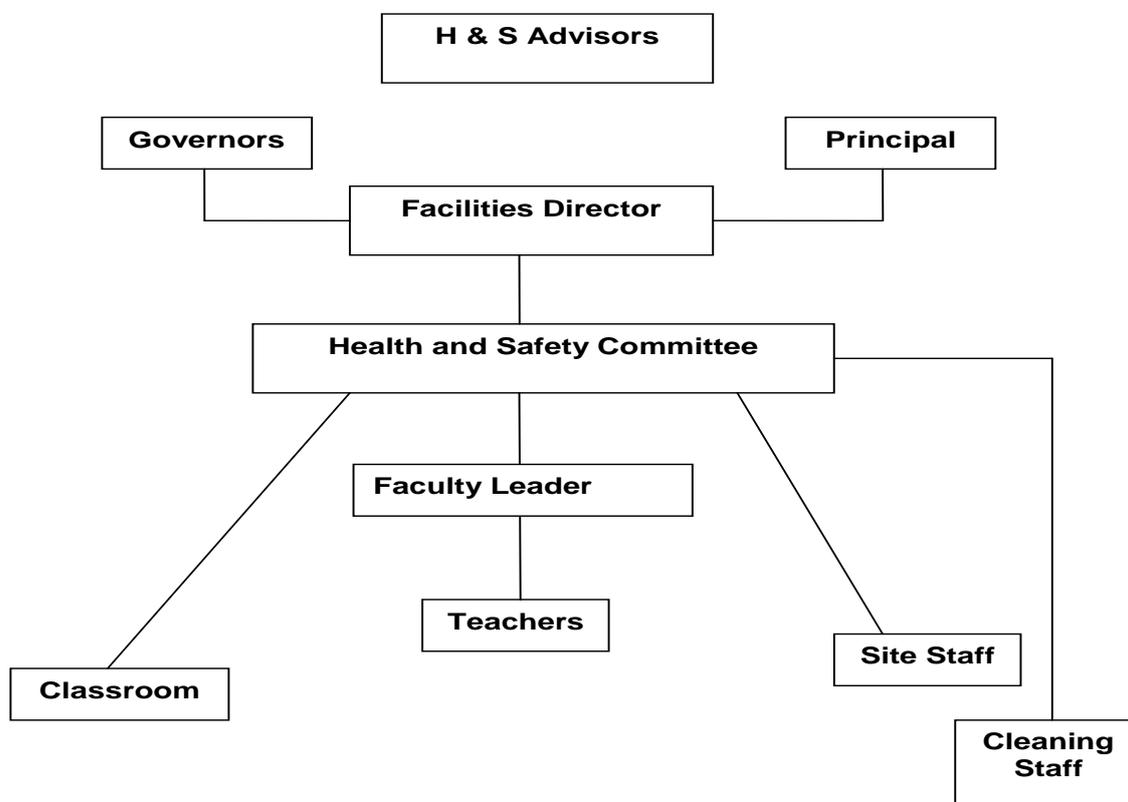
## Health & Safety Policy

Statement of general policy with regard to the health, safety and welfare at work of all persons in accordance with the provisions of the Health and Safety at Work Act Etc. 1974 including all other relevant legislation regarding the School and its working procedures.

This document sets out the policy, organisation and arrangements for the implementation and the safeguarding of the health, safety and welfare of all persons in connection with the activities of the Liverpool Life Sciences UTC and recognises and accepts its responsibilities as an employer, where it is reasonably practicable to do so, that a safe and healthy workplace and a safe and healthy working environment will be provided for all employees.

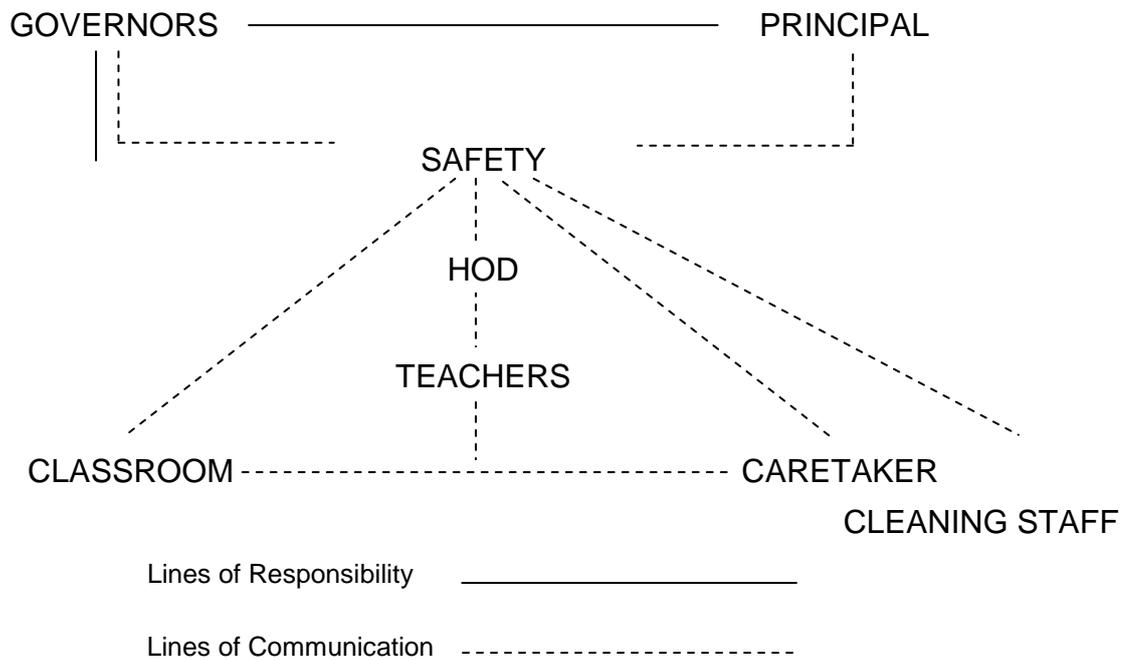
Failure to observe the Policy and Provisions of the Safety at Work Etc. Act 1974 or other relevant legislative requirements could result in prosecution. The penalties for such failure are a monetary fine on summary conviction and up to two years in jail on indictment.

### Organisation and Responsibilities



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**ORGANISATION AND RESPONSIBILITIES**



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It is the policy of the Chairman and Governors of the Liverpool Life Sciences UTC to take all measures which are reasonably practical to:

- a) Secure the health, safety and welfare of all employees whilst at work
- b) Ensure the health and safety of all children whilst in its care
- c) Ensure the health and safety of visitors, contractors and other people who may be affected by the UTC's activities

The Chairman and Governors will provide the necessary resources and seek the co-operation of all employees for the purpose of implementing the Health and Safety at Work Act 1974 and all other relevant health and safety legislation.

Where appropriate contractors and other people involved in UTC activities will be required to comply with this policy.

The Chairman and Governors undertake to ensure so far as is reasonably practicable:-

- i. The provision and maintenance of safe plant, safe systems of work, safe working environment and a safe place of work
- ii. The safe use, handling, storage and transport of articles and substances
- iii. The provision of health and safety training for all employees in relation to their jobs
- iv. The definition of responsibilities of all levels of management and staff in relation to health and safety at work
- v. The promotion of employee involvement in health and safety at work
- vi. The provision of necessary information on health and safety for all employees
- vii. The identification of hazards and the notification of such hazards to the persons who may be at risk
- viii. The reporting, recording and investigation of accidents and dangerous occurrences
- ix. The monitoring of health and safety performance
- x. The compliance with all relevant Health & Safety legislation.
- xi. The review and amendment of this Health & Safety Policy as and when necessary to maintain its accuracy and effectiveness.

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## RESPONSIBILITIES

### 1. The UTC Governors

- Will be responsible in conjunction with the Principal to ensure formulation, reviewing and subsequent amendment of the UTC Safety Policy and Organisation and arrangements.
- Will cause the Health and Safety Policy to be translated into effective action at all levels within the UTC
- Will ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with the UTC rules are implemented and that Staff and Students are operating safe working practices
- Will ensure that Health and Safety is put on the agenda of every Governor meeting
- In liaison with the Principal, will ensure that adequate professional safety advice is available and that a Safety Manager for the premises is appointed
- Will make adequate financial provision for carrying out the Policy into effect
- Will cause the effectiveness of the policy and safety performance of the UTC to be monitored
- Will cause the Health and Safety Policy to be amended wherever necessary
- Will promote an interest in, and enthusiasm for Health and Safety matters throughout the UTC

### 2. The UTC Principal

- Will be responsible for the implementation of the UTC Health and Safety Policy and will liaise with the Governors to ensure full compliance with its requirements.
- Will appoint a Safety Officer for the premises so as to deal with the day to day issues on Health, Safety and Welfare
- Will periodically review the UTC Policy on Health and Safety and draft amendments to it whenever necessary, to be agreed with the Governors and Chairman
- Will monitor the safety performance of the UTC and take such steps as may be necessary to improve the performance
- Will ensure that all Employees are supplied with a copy of the statement and are aware of their responsibilities as determined by the Policy, particularly those parts of the Safety Policy which affect them or the responsibilities that are individually allocated
- Will be responsible for the formulating and execution of the Health and Safety Training Policy for staff, in order for them to undertake their work activity safely
- Will ensure that a suitable and sufficient assessment of the risks to the Health and Safety of all persons on the UTC premises are carried out. The assessment to be recorded if the

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Employees exceed five or more, together with the significant findings of the assessment and any group of employees identified as being especially at risk

- Will promote an interest in, and enthusiasm for Health and Safety throughout the UTC
- Will provide ongoing recommendations and present an annual report to the Board of Governors
- Will be responsible for dealing with visits from the Health and Safety Executive Inspectorate. Inspectors do not have to make an appointment to visit and inspect the premises and have extensive powers under Section 20 of the Health and Safety at Work Act.
- Although day to day liaison with the HSE can be delegated, perhaps to the Safety Liaison Officer or Safety Co-ordinator, the HSE do expect to talk to the Principal on overall policy matters.

The Principal and appointed Safety Manager will be responsible for reviewing and advising where necessary, the amending of this policy statement.

### 3. The Facilities Manager

- Will represent the Principal on all Health and Safety duties and arrangements in times of absence
- Will assist the Principal in the promotion of interest and enthusiasm for Health and Safety matters throughout the UTC
- Will initiate and maintain positive measures to raise the level of safety performance
- Will ensure that all are conversant with current legislation affecting the Health, Safety and Welfare of staff, students and others
- Will advise the Principal of all matters requiring attention
- Will liaise with Union Safety Representatives
- Will assist the Principal in monitoring Health and Safety performances
- Will carryout investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of Health, Safety and Welfare, which it is reasonably practical to attain, are being achieved
- Will ensure that they are conversant with current legislation affecting the Health, Safety and Welfare of staff, students and others
- Will liaise with outside Safety Advisers (Central Safety Officer). Enforcement Authorities (Health and Safety Executive and Environmental Health Officers Etc. The Fire Prevention Officer, etc.
- Will ensure that staff under his immediate control are familiar with those parts of the Safety Policy which affect them or the activities in which they are engaged

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- Will arrange for all levels of staff under his immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters
- Will identify health and safety repairs and put into operation any necessary emergency work required to ensure the Health and Safety of staff, students and others
- Will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues
- Will liaise with outside bodies on matters of Health and Safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning
- Will ensure that the UTC transport system includes for safety repairs to be carried out where necessary and be maintained in a safe condition
- Will ensure that first aid, fire and emergency procedures are in place and understood by staff and students
- Will make arrangements and establish very necessary procedures to ensure that the UTC is left free of any litter and refuse

#### 4. Teaching Staff

- Will not withstanding their individual functions, take reasonable care of their own health and safety and that of the students and others who may be affected by what they do
- Will co-operate with UTC management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety
- Will take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines such as CLEAPPS laboratory handbook
- Will report all accidents, dangerous occurrences and potentially dangerous practices and situations to Management or the Safety Advisor as appropriate

#### 5. Support Staff

- Will not withstanding their individual functions, take reasonable care of their own health and safety and that of the students and others who may be affected by what they do
- Will co-operate with UTC management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety
- Will report all accidents, dangerous occurrences and potential dangerous practices and situations to Management of the Safety Advisor as appropriate.

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## Health and Safety Procedures

Health and Safety is the responsibility of each one of us. However, the Director of Facilities has overall responsibility and any concerns must be reported through him.

Health & Safety concerns should be reported to the Director of Facilities immediately via email or the attached Health & Safety Memo (Copies available from Reception).

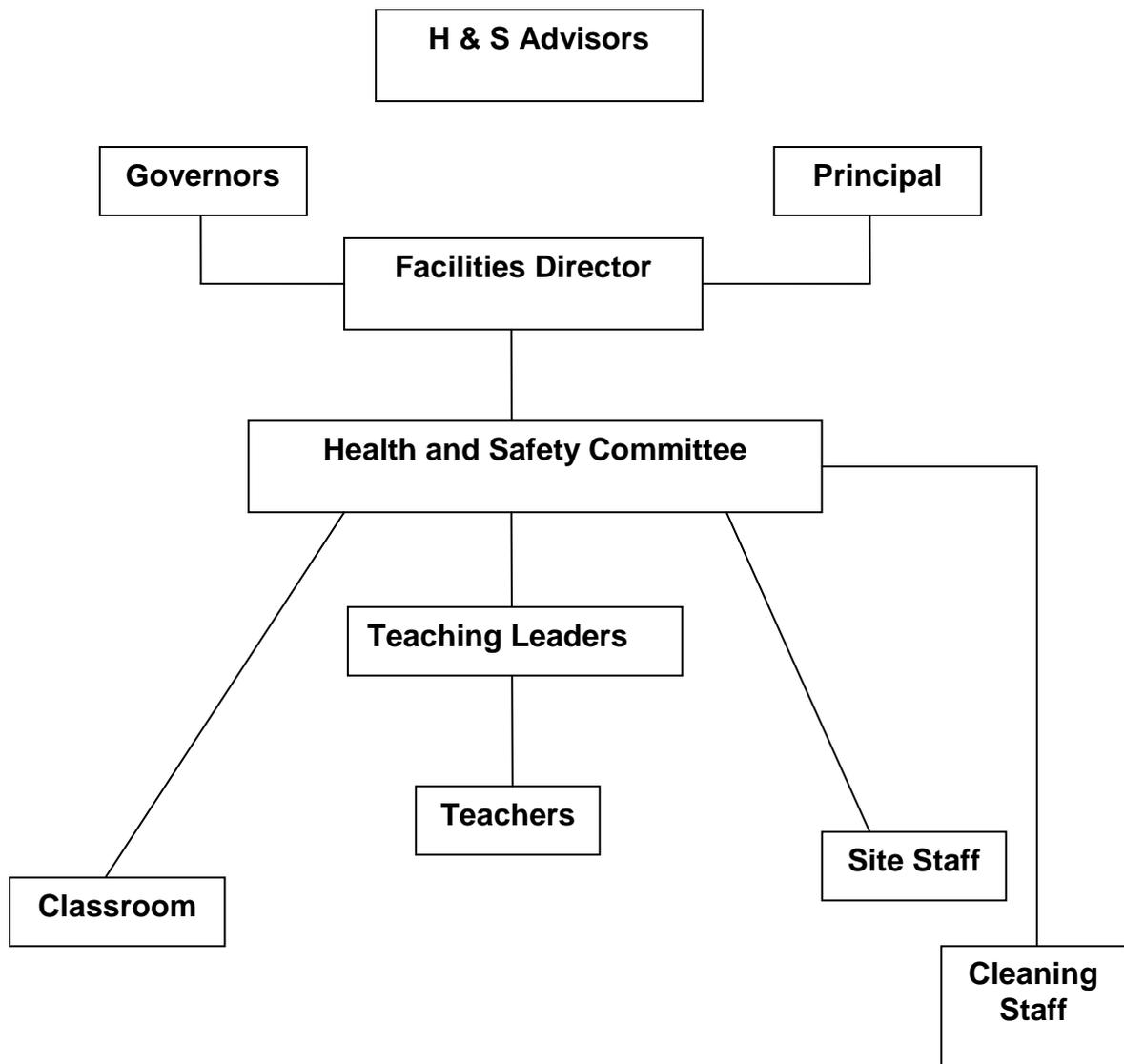
A decision on the most appropriate course of action will be taken immediately upon receipt of the memo. Should the matter be very urgent, please contact the Director of Facilities immediately.

If you have any suggestions for improving Health & Safety generally within the UTC, please do not hesitate to pass on your ideas.

There are two copies of detailed Health and Safety Guidelines in the UTC. A copy may be obtained via the UTC intranet or Reception.

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**Health & Safety Organisation and Responsibilities**



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