



# Health and Safety Policy - Statement of Intent

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## Aim

The Open University is committed to ensuring the health, safety and welfare at work of its employees, so far as is reasonably practicable, by fully complying with all statutory health and safety requirements of the Health and Safety At Work etc. Act 1974 and all subsequent Regulations and by positive action to prevent work related injury and ill health and promote healthy working practices.

The Open University is committed to continual improvement in all areas of health and safety management and recognises its responsibility for providing a safe and healthy workplace and work environment for employees and others (students, contractors, visitors and the public) who may be affected by its work or undertakings. This includes all work locations, national and regional centres, warehouses, residential schools and study centres.

## Objectives

To achieve this aim the University has the following objectives:-

- to assess work activities by identification of hazards and evaluation of risks
- to minimise risk to health through the provision and maintenance of suitable plant, buildings, facilities, equipment and the provision of safe systems of work
- to minimise unavoidable risks by the use of physical control measures and issue of personal protective equipment
- to provide safe arrangements for the use, handling, storage and transport of articles and substances
- to provide necessary information, instruction, training and supervision to ensure the health and safety of staff and others
- to consult with employees' representatives on health and safety matters
- to provide a comprehensive and effective Occupational Health Service, including health surveillance where appropriate
- to implement a monitoring, inspection and audit process to ensure effective management of health and safety throughout the University
- to co-ordinate, co-operate and exchange relevant information with organisations providing support and facilities to University employees and students
- to co-ordinate, co-operate and exchange relevant information with contractors and visitors
- to integrate health and safety responsibilities into everyday working practices and managerial responsibilities.

## Authority

The Council of the University recognises its ultimate responsibilities for health and safety as the employer and has delegated operational responsibility and authority for health and safety policy implementation to the University Secretary as the Vice Chancellor's Delegate and through him, to Heads of Units for their areas of responsibility.

## Employees

Each individual has a legal obligation to take reasonable care for his or her own health and for the safety of others who may be affected by his or her acts or omissions. Every employee must comply with the rules and requirements under the authority of this policy to enable compliance with statutory duties. Employees must immediately report to their manager, any significant risk liable to cause injury, danger or any shortcoming in the arrangements for health and safety.

## Competent Advisors

The University will ensure that competent persons are appointed to advise and assist the organisation in meeting its health and safety obligations.

## Review

This policy will be regularly monitored to ensure the objectives are achieved and will be reviewed and revised as necessary in the light of legislative and organisational changes.



University Secretary  
Reviewed July 2016