



UNIVERSITY OF LEEDS

Responsibilities for
All Staff and Students

you+me
Managing risk together

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and Students front to go here

What are you responsible for

Each one of us has a responsibility for our own health and safety, as well as that of others who may be affected by our work, research or study and our acts or omissions.

You have the right not to proceed with any activity if you feel it poses a danger to your safety or that of others, and you must immediately raise your concerns with your line manager, academic tutor or Wellbeing Safety and Health. **Your health and safety responsibilities are to:**

- take reasonable care of yourself and cooperate with the University on health and safety matters
- carry out your work, research and study safely and in accordance with this Policy, protocols, local arrangements or any relevant legislation
- complete and follow the requirements of the risk assessment and implement any identified control measures
- use local arrangements or tell your academic tutor to report an accident, incident, near miss or work-related illness
- undertake health and safety training and induction

- notify your line manager or academic tutor (or Wellbeing Safety and Health) if you have a condition affecting health which may be caused by or made worse by work, study or research activities
- report any faults, damage, unsafe or unhealthy working conditions, practices or equipment using local arrangements or to your academic tutor
- use equipment for its intended purpose
- not interfere with or misuse anything provided for health and safety
- on discovering a fire, raise the alarm
- if emergency alarms sound, leave by the nearest emergency exit
- notify your line manager or academic tutor in advance to set up a Personal Emergency Evacuation Plan (PEEP) if you will need assistance to evacuate
- not damage the fabric of the building, or connect directly to the services - other than through a standard electrical socket - without prior agreement from the Director of Facilities
- bring any breaches of this Policy, protocols or local health and safety arrangements to the attention of your line manager, academic tutor or Health and Safety Manager.

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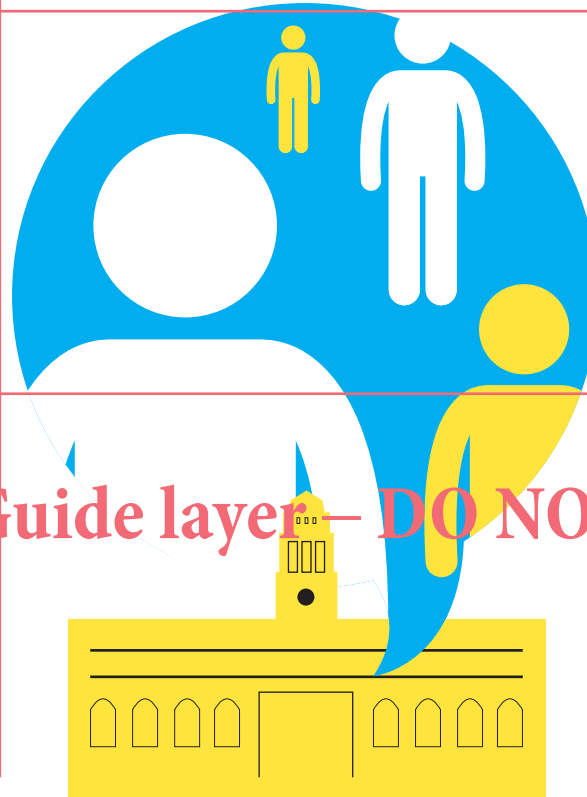
What is the University responsible for

The University is responsible for the health and safety of our staff, students, visitors and anyone else who may be affected by our activities.

We do this by managing risk.

The University continues to work in partnership with the recognised campus trade unions and will:

- provide a safe and healthy working environment
- ensure the health and safety of our staff and students
- provide quality information, instruction, training and supervision
- provide advice, support and resources to manage the risks associated with everything we do
- ensure we meet legal requirements
- ensure all staff, students and visitors know their health and safety responsibilities
- ensure regular reviews of University Health and Safety Policy and protocols
- monitor health and safety performance
- ensure consultation and communication with staff and students.



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Health and Safety Services

E: safety@leeds.ac.uk
T: 0113 343 4201 (x34201)
W: www.leeds.ac.uk/safety

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