What can I do to help me meet my health and safety responsibilities?

All staff

Engagement

We all need to work together to support our positive health and safety culture, so:

• discuss health and safety with your colleagues and look after each other.

• Talk to your line manager or academic leader about your:
  • health or safety needs including evacuation or new ideas for managing risk;
  • health and safety induction, training, or competency needs.

• Make sure your voice is heard – send feedback on health and safety to safety@leeds.ac.uk

Risk Management

Understand the hazards associated with your activities, and:

• Help produce risk assessments

• Follow any local rules and control measures which set out how to do things safely.

• Report any damage or faults and only use equipment for its intended purpose.

Training & Awareness

Find out (and then action!) how to:

• respond to any emergency including fire.

• Report accidents, incidents, near misses or work-related ill-health.

• Access and keep up to date with inductions and training (online and in person related to your activities).

For full details of all your responsibilities and actions see any local rules that apply to your area, role or activity as well as the Health and Safety Policy and Protocols at www.leeds.ac.uk/safety or speak to your Health and Safety Manager.
**All staff**

We all have a responsibility for our own health and safety and that of others who may be affected by what we do (or don’t do).

If you feel any University activity poses a danger to you or others, or if you don’t know the risk control measures, you have the right not to proceed with the activity but you must immediately raise your concerns with your line manager, academic leader, or Health and Safety Manager.

As well as these responsibilities, if you hold other roles (e.g. as a line manager, academic tutor or academic leader, Head of School/ Service etc.) then you will also have extra responsibilities. For full details of all responsibilities see the Health and Safety Policy at [http://wsh.leeds.ac.uk/policy](http://wsh.leeds.ac.uk/policy)

**For more help and guidance contact Health and Safety Services at:**
[www.leeds.ac.uk/safety](http://www.leeds.ac.uk/safety)
0113 343 34201 (x34201)
safety@leeds.ac.uk

**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 and continuing to work in partnership with the recognised campus trade unions.