

Health and Safety: All Staff

you+me
Managing risk together



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 academic leader, line manager, or Health and Safety Manager.

As well as these responsibilities, if you hold other roles (e.g. as an academic leader, line manager, academic tutor, Head of School/ Service etc.) then you will also have extra responsibilities.

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.

For full details of all responsibilities see the Health and Safety Policy at wsh.leeds.ac.uk/policy

For more help and guidance contact Health and Safety Services at:
safety@leeds.ac.uk
0113 343 4201 (x34201)
www.leeds.ac.uk/safety

What should I do to help me meet my *health and safety* responsibilities: All Staff

TRAINING & AWARENESS

Find out (and action!) how to:

- Respond to emergencies 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).

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 academic leader or line manager 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 hazards associated with your activities, and:

- Help produce risk assessments.
- Follow control measures which set out how to do things safely.
- Report any damage or faults and only use equipment for its intended purpose.



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