

## Statement of Health and Safety Policy

It is the aim of Leeds Trinity University to ensure a safe, pleasant and healthy working environment for all staff, students, apprentices and visitors.

We must all work together to ensure that any risks to health, safety or wellbeing are reported, and reduced to a tolerable level as quickly as possible.

To facilitate this, designated senior members of staff are responsible for ensuring that regular risk assessments are undertaken and all staff, students and apprentices are encouraged to report hazards. Major concerns regarding health, safety or wellbeing will be reported to the Health and Safety Committee which meets on a regular basis. The Committee consists of staff and student representatives and is chaired by the Chief Operating Officer.

Leeds Trinity's Health and Safety Officer, who acts as an advisor to the Health and Safety Committee and reports to the Director of Human Resources, advises all members of staff and students on health and safety issues, including their legislative responsibilities.

The University has introduced a number of procedures, which are reviewed regularly, to reduce the risks to staff, students and visitors. All members of staff, students and apprentices are instructed of their responsibilities, and copies of safety procedures are available to view on the [intranet](#).

It is important that staff are competent to undertake duties required of them and use adequate equipment to perform tasks in a safe manner. Training and instruction sessions are provided, and staff are expected to attend. No member of staff is required to undertake a task or use new equipment before receiving adequate training or instruction.

All members of staff have a responsibility for ensuring their own safety, and that of their colleagues, students and apprentices. While undertaking work for the University, staff must not undertake any action which could pose a hazard to the health, safety or welfare of themselves or anyone else who could reasonably be affected by their actions.

Staff are expected to report any concerns they have regarding health, safety or welfare to their Head of Department or to the Vice-Chancellor, who will report this to Leeds Trinity's Health and Safety Committee.

Signed:

Date: