

UNIVERSITY HEALTH AND SAFETY POLICY

The University of Reading was awarded its charter in 1926. It is a research-intensive university of international standing. There are currently 22,000 students from over 180 different nations and over 4,000 members of staff.

The University of Reading is based on three main UK campuses: London Road, Whiteknights in Reading and Greenlands campus in Henley. It has overseas campuses in Malaysia and South Africa, and our staff and students work world-wide as part of our research and global engagement strategies. This policy applies across all University of Reading campuses and work activities.

The University of Reading recognises its duty to provide a safe place of work and a healthy working environment. We believe that excellence in the management of health and safety is a fundamental part of effective and efficient management, in support of academic excellence and innovation. We are committed to:

- Compliance with health and safety legislation and codes of practice
- Continuously improving health and safety management and performance
- Reducing risks to as low as reasonably practicable through sensible and effective risk assessment and risk management processes
- The provision of appropriate resources, information, supervision, instruction, and training
- The prevention of incidents, including accidents, near misses, injury or ill health, arising from the activities of the University, and effective emergency response
- Investigation of incidents so that lessons can be learnt and shared to prevent future occurrences
- The integration of health and safety objectives into strategic and operational planning, including teaching, research, design and maintenance of the built estate and procurement practices
- Leadership by the senior management team to encourage a positive health and safety culture, and to check that policies and procedures are implemented effectively
- Ensuring that managers and staff are equipped with the knowledge, competence, confidence and capacity to deal effectively with health and safety issues, and have access to competent specialist advice
- Effective consultation and communication on health and safety with staff, students and others who may share our facilities or activities
- Ensuring that staff and students understand their personal responsibility to act safely and responsibly, and that they are encouraged to contribute to the continuous improvement of health and safety standards.

The corporate organisation and management arrangements that support this policy commitment are given in a series of Safety Codes of Practice published on the University web site here <https://www.reading.ac.uk/health-safety-services/policies-and-procedures>

Governance arrangements for decision-making about these arrangements are available here <https://www.reading.ac.uk/about/governance/governance-zone.aspx>

Additional procedures which underpin implementation of these arrangements across the estate are available here http://www.reading.ac.uk/fmd/Estates_Facilities_Policies_Procedures.aspx

Schools and Functions maintain their own specific arrangements to effect implementation of corporate policy.

All health or safety incidents or near misses can be reported by any member of staff, student, visitor or other person here

<https://www.reading.ac.uk/internal/health-and-safety/IncidentReportingandEmergencyProcedures/IncidentNotification/>

The plan detailing corporate preparedness for major incidents is available here <https://www.reading.ac.uk/business-continuity/>

The Learning Programme supporting h&s competence can be explored through UoRLearn here https://uorlearn.sabacloud.com/Saba/Web_spf/EU2PRD0149/app/dashboard

The Audit Programme which scrutinises and reviews the completeness and effectiveness of h&s arrangements is available here <https://www.reading.ac.uk/health-safety-services/topics/audit1>

Additional arrangements and details, including of local h&s committees undertaking consultation and communication with staff and students, and specialist radiation and biological safety committees, can be found via the HSS website here <https://www.reading.ac.uk/health-safety-services/home>



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