

IT SERVICES

HEALTH AND SAFETY POLICY STATEMENT

Revision No: 2 28 May 2013

Review Date: 28 May 2014

IT Services

1.0 Introduction

IT Services Health and Safety Policy operates within the University's Health and Safety Policy (published Summer Term 1999).

The policy is co-ordinated by the IT Services Health and Safety Committee.

2.0 Policy/Procedure/Guidelines

- 2.1 IT Services recognises that Health and Safety activities and aims are an equal priority to and an integral part of providing robust, efficient and customer focused IT services. Members of the service are the key resource in terms of achieving our aims and therefore a positive benefit in ensuring their health and safety at work.
- 2.2 The Head of IT Services has overall responsibility for the health and safety of staff, students and visitors in areas under their control. The Head shall be supported by a departmental co-ordinator to advise him/her on implementing the university's health & safety policies and departmental health & safety rules. The co-ordinator will chair the IT Services health & safety committee.
- 2.3 Line managers have a responsibility to implement the university's Health & Safety policy within their authorised areas of responsibility. This will be achieved with the support of the IT Services Health & Safety committee.
- 2.4 All IT Services staff have access to a staff handbook – 'Guide to Health and Safety'. The handbook contains reporting procedures and general Health & Safety advice for IT Service staff.
- 2.5 There are yearly inspections of IT Services areas.
- 2.6 A departmental Comprehensive Reference File (CRF) is held at the LRIS office. The CRF contains risk assessments and other Health & Safety reference information for the activities carried out within IT Services.

- 2.7 The Health and Safety handbook is made available to new staff. DSE assessments are carried out for all new staff and when workstation changes occur. Arrangements are made for staff to attend courses as appropriate.
- 2.8 Health and Safety representatives and the Health and Safety contact names are published here <http://www.mmu.ac.uk/humanresources/health/manual/contacts.php>

Version Number and Approval Dates

Version	2.0	Author Name & Job Title	John Haigh, All Saints South Campus Team Leader
Approved Date	28/05/2013	Approved by:	Mo Din, Head of IT Services
Contributors:			
Date for Review:	28/05/2014		