



**QUEEN'S
UNIVERSITY
BELFAST**

DIRECTORATE OF ACADEMIC AND STUDENT AFFAIRS

Health and Safety Manual

Preface

All staff working at the University should expect to work in a safe and healthy environment where risks are minimized and mitigated, where support and training is in place to help manage our workplace environment and where help is in place should something go wrong. Within a large and diverse organisation such as Queen's, health and safety structures and responsibilities are complex.

In such a multifaceted organisation, health and safety policies, arrangements and procedures must take into account all aspects of the University's business. This is similarly true at the Directorate level and Division/Service level. Not only must the full array of activities be considered but also the range of people involved, including staff, students and members of the public which can include visitors or participants in events run specifically by departments within the Directorate.

Therefore the purpose of this manual is to describe in detail the health and safety arrangements and procedures to support the work of the Directorate. Whilst these arrangements and procedures are largely set by University requirements, what is important, are the arrangements put in place at the Directorate level to ensure not just compliance but good practice.

The requirement to adhere to health and safety policies and procedures impacts upon every aspect of duty and task undertaken within the Directorate. Therefore, it is important that all staff, including part-time, agency and placement students are aware of their individual responsibility, as well as being aware of the structure and arrangements of health and safety within the Directorate and the University as a whole.

In order to make individual staff members' understanding more manageable, this manual has been set out in four sections.

- Part 1 Health and Safety Policy
- Part 2 Roles and Responsibilities and Organisational Structure
- Part 3 Health and Safety arrangements and appended forms
- Part 4 Appendices

Please ensure that you acquaint yourself with these health and safety arrangements and ensure that you are aware of your responsibility within them.

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PART 1

HEALTH AND SAFETY POLICY

GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

The Directorate of Academic and Student Affairs will comply with the University's general health and safety policy statement; to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff and students; and to provide such information, training and supervision necessary for this purpose.

The Directorate will seek to meet the current statutory requirements for health and safety at work and will review and enhance its performance in the future. Health and Safety will be an integral part of our day to day management of operations and procedures. All staff will be expected to be committed to co-operating with and to participate in the measures put in place to ensure health and safety at work.

The Directorate also accepts responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements for implementing the policy are set out in this manual.

This policy will be kept up to date by an annual review to take account of changes in personnel and practices. The Directorate will also have a Health and Safety Action Plan to support the ongoing work of managing and enhancing Health and Safety within the Directorate for staff, students and other service users.

SIGNED: 

DATE:9 September 2019.....

WILMA FEE

DIRECTOR OF ACADEMIC AND STUDENT AFFAIRS