

ANNUAL HEALTH AND SAFETY REFRESHER



ANNUAL MONITORING OBJECTIVES

The School's monitoring objectives are set each year by the Senior Management team, with guidance from the Faculty and the School Safety Advisor. This year, the main objective for the School will be to implement the recommendations from the HASMAP Audit that the School took part in. The recommendations from the audit focussed on themes such as communication, and identifying and supporting staff with health and safety responsibilities.

As part of its monitoring objectives, the School has also made a commitment to increase staff awareness regarding reporting accidents and incidents (which is covered in more detail below) and to aim for a year on year increase on the completion rate of the online health and safety introduction course for staff and students. If you are yet to complete the online safety course it only takes about 15 minutes, and can be found on the staff training and development catalogue (via [Staffnet](#) - course THS1E). It's a University requirement that staff complete this course (most staff do this on arrival), so if you haven't done so already you will need to!

If you would like more information, or to see a full list of the School's monitoring objectives for this year, then you can contact your School safety advisor, Will Bevin-Nicholls who is also available to answer any other health and safety queries you may have.



REPORTING ACCIDENTS AND INCIDENTS

It's really important that we all know how to report accidents and incidents.

The first thing to make sure is that the person or people involved in the accident or incident are safe.

To report an accident or incident, you will need to do fill in an accident form, or an incident form. These can be found online [here](#) or alternatively, you can contact your School Safety Advisor. Once complete the form needs countersigning and sending to Health and Safety Services (address on form).

An accident is any situation in which personal injury occurs, incidents result in damage to property only with no injuries, and near-misses are incidents with a potential for personal injury or physical damage but no actual injury or damage.

If you aren't sure which form to fill in, or whether you need to fill one in at all, it's always worth checking. Often, near-miss or incidents that should have been reported aren't. Keeping track of incidents and near-miss helps us to avoid more serious accidents in future.



DSE AND WORKSTATIONS

Display screen equipment and workspace assessment are a vital part of making sure that your working environment is set up safely and correctly.

If you are a new starter, or there have been any changes to your workspace you will need to fill in an online assessment which can be provided to you by the School Safety Advisor. If further guidance or equipment are needed, the assessment will automatically notify the School's DSE assessor.

Even if you have already filled out that form, you should familiarise yourself with the guidance on the University Safety Services website regarding correct setting up of your workspace and display equipment which can be found [here](#).



FUTURE INSPECTIONS & PA TESTING

Portable appliance testing takes place annually at the end of August or start of September. However, if you use any items at work regularly that aren't PA tested or that have been tested but are now expired, you will need to let the Staff Resources Office know so that those items can be assessed.

At the moment, internal room inspections will continue in January whilst there is no teaching taking place; more specific dates will be given closer to the time. If any other inspections arise (internal, or external) you will be notified ahead of schedule - however at the moment there are none planned for the School within the next six months.

NEED MORE INFORMATION?

There are three main places to find health and safety information: [The University Safety Services](#) website, [The School's staff intranet](#) and by asking the School Safety Advisor. Health and Safety information will also be sent periodically through the usual communication channels, however if there is anything you would like clarification on, or any further information then please don't hesitate to pursue that through one of those three routes.

For those of you that are unfamiliar with the health and safety area of the staff intranet it is a great source of information for lots of health and safety related documents and guidance (see below).



School of Law
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Staff intranet

Health, safety and risk

- ▶ First aid
- ▶ Accident report form
- ▶ Fire
- ▶ Smoking, food and drink
- ▶ Portable appliance testing
- ▶ Use of Williamson Building out-of-hours
- ▶ University health and safety policy
- ▶ Display screen equipment
- ▶ School health and safety policy
- ▶ Risk management

Health, safety and risk

It is the aim of the School to comply with the University's 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 School also follows the the use of sensible health & safety risk management for all its activities, through informed assessment and proportionate risk controls.

See the [University Health and Safety web pages](#) and the [University Health and Safety policies](#).

Will Bevin-Nicholls, the School's Safety Advisor can advise all staff and students on health and safety and risk assessments. Contact Will via email william.bevin-nicholls@manchester.ac.uk or phone (0161-27-50851)

Your health and safety responsibilities

Students

All new students at The University of Manchester are required to complete a compulsory health and safety course. The course delivers basic information about how health and safety is managed at the University, and includes some simple tests to assess learning outcomes. The course is delivered via [Blackboard](#) and can be accessed on [My Manchester](#). All new students are automatically enrolled onto the relevant course unit. It will take approximately 1 hour to complete.

Students are expected to complete the course and obtain a "pass" by 1 November.

The course codes are as follows: