

## Health & Safety Policy

### Summary – Reporting of Hazards

---

Any member of staff or student discovering a hazard or a potential hazard to the health and safety of themselves or others should inform their Supervisor, Dean of School/Director of Service or member of staff responsible for the area at the time.

All employees are required by the Management of Health and Safety at Work Regulations to inform their employer of any work situation which they consider represents a serious and immediate danger to health and safety, with the minimum of delay.

Staff are also legally obliged to notify management of any shortcomings in the health and safety arrangements, even when no immediate danger exists.

On being informed of the hazard, supervisory and managerial staff should take the appropriate action to remove or minimise the hazard. Immediate action to avoid injury should be taken by supervisory and/or managerial staff if the risk is imminent.

Where action is required by the Director of Property and Facilities to remove the risk to health and safety, Deans of School, Directors of Service and/or Safety Representatives should forward to the Director of Property and Facilities an email or phone call should be made to Property and Facilities Helpdesk to carry out urgent action on the issue. Notification of the issue should also be forwarded to the Health and Safety Office.



#### Further information and related links

[Housekeeping policy](#)  
[Safe systems of work](#)  
[Forms and checklists](#)