

PW2. Health and Safety Policy and Arrangements

1. Principles

This document sets out the policy of the CITY ULE on the health and safety of all those who may be affected by the CITY ULE's activities. It outlines the organisation and arrangements to ensure that the policy is fulfilled. CITY ULE recognises that health and safety are of great importance to the well-being of staff, students and all those who may be affected in one way or another. The responsibility of the CITY ULE Executive Board is to provide leadership and to ensure that a clear hierarchy of duties and responsibilities is in place, and is effective, in all aspects of the CITY ULE's undertaking. CITY ULE expects that everyone in the institution will accept the importance of health and safety in their activities and will cooperate in achieving the highest standards of health and safety.

The Health and Safety policy ensures that:

- the performance of the CITY ULE in health and safety is exemplary and fully in compliance with all legal requirements;
- Health and safety is a core CITY ULE function;
- There is a clear structure that identifies Health and Safety responsibility at all management levels across CITY ULE;
- CITY ULE members are kept informed of, and alert to, relevant health and safety risk management issues; and
- performance is periodically reviewed and any lessons are applied.

To give effect to that policy, the CITY ULE Executive Board has:

- approved the organisation and arrangements for management of health and safety in the CITY ULE
- constituted a Health and Safety Committee to oversee the arrangements

The CITY ULE Executive Board will:

- receive, and where necessary act upon, periodic reports from the Health and safety Committee,
- arrange for the review of the organisation and arrangements, as may be necessary, in light of experience or new legal requirements or guidance from the Health and Safety Committee.

2. Health and Safety Committee

The Vice-President & Principal (CEO) has the overall responsibility for ensuring the effective management of the health and safety function in the CITY ULE. The arrangements for oversight of health and safety management are approved by the Health and Safety Committee. The Health and Safety Committee is principally a consultative body, with specific recommendatory and decision-making powers. It may also make recommendations and/or refer items upwards to the CITY ULE Executive Board and other committees for advice or decision as appropriate.

Terms of reference:

1. To promote the continuous development and improvement in workplace health and safety across all CITY ULE's work activities and premises for the benefit of staff, students and visitors.

2. To provide assurance to CITY ULE Executive Board that consultation on workplace health and safety arrangements in place are effective.
3. To provide a forum for consultation with staff, students and management.
4. To meet the requirements set out by the relevant Greek Law for workplace Health and Safety, including the relevant requirement for Higher Education institutions.

Membership:

- Vice-President & Principal (CEO) (Chair)
- Chief Operations Officer (COO)
- Head of Academic Services
- Dean of School representative
- Head of Department representative
- Library representative
- IT Support representative
- Facilities Maintenance representative
- Secretarial Services representative
- Student Union representative

Meetings:

The Health and Safety Committee will meet at least 2 times per academic year. Additional meetings may be called at the discretion of the Chair.

Reports to: Executive Board