

Geographical & Earth Sciences Health & Safety Policy

The University of Glasgow, as employer, and all employees, have obligations under the Health and Safety at Work Act (1974). The Head of School, Prof. Martin Lee, is responsible to the University Court for health and safety in the School. The School Health & Safety Committee has no executive responsibility but act in an advisory capacity in respect of health and safety. All members of the School have a duty to take reasonable care for their own safety and welfare at work and also that of other people likely to be affected by their actions. This document is reviewed annually by the Health & Safety Committee as the School is committed to continual and progressive improvement in safety standards. It is required that all persons working in the School should read the School's Health and Safety Document and ensure that their actions are in accordance with guidelines. All new staff and postgraduate students have an initial tour of the School and undertake the on-line safety induction course in which they have to achieve a satisfactory score. This training is available at: <https://servicesmoodle.gla.ac.uk/login/index.php>

Safety within the School is the responsibility of the Head of School but it is essential that members of staff are fully aware of the potential hazards that may be encountered during their working day and endeavour to minimise such risks. Successful management of health and safety can only be effectively achieved through the efforts and active participation of every staff member.

The remit of the School Health & Safety Committee is to advise the Head of School on safety matters and to maintain and improve health and safety at work. This is particularly important when new or improved work practices are introduced which may affect the health and safety of employees within the School. If any member of staff has concerns regarding health and safety practices, they should notify Yvonne Finlayson (Chair of Health & Safety Committee) who will raise the issue at the next Committee meeting. The Health & Safety Committee meets once a month and conducts an annual inspection of all spaces within both buildings. The safety performance of the School is audited periodically by Safety and Environmental Protection Service (SEPS).

All GES specific safety documentation is available to staff and students within the School.

Professor Martin Lee

Head of School, Geographical & Earth Sciences