



**Cranfield**  
University

# Your Health and Safety at Work and Study

A guide for all employees and students  
at the Cranfield campus

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# || Purpose of this handbook

This handbook contains essential health, safety and environmental information that you need to know now and in the future. It takes just a few minutes to read. If you are unsure about a health, safety or environmental issue, or need assistance please speak to your manager, Health and Safety Adviser or Environment Adviser.

All essential health and safety information is available on the health and safety intranet pages at:

**'Intranet homepage' > 'Services' tab > 'Health and Safety'**

All essential environmental information is available on the energy and environment intranet pages at:

**'Intranet homepage' > 'Services' tab > 'Energy and Environment'**



## Get involved — health & safety is your responsibility

We all need to play a part in ensuring the safety of ourselves and others who may be affected by our activities



# || Induction process

## Employees

By the end of the first month it is a requirement that the following actions listed below are completed and checked by your manager:

- The University health and safety induction checklist (enclosed with this handbook - new starters only)
- A local health and safety induction, relevant to your role and may include:
  - laboratory safety
  - machinery safety (operating procedures)
  - office safety
- Go to '**Intranet homepage**' > '**Services**' **tab** > '**Health and Safety**' > '**Online Training**' to complete the online learning health and safety modules for:
  - Fire safety
  - Display Screen Equipment (DSE)
  - Manual handling
- Attend the Cranfield Safety, Health and Environmental training organised by the Cranfield Learning and Development department
- Book follow-up health and safety training depending on your role and responsibilities

## Students

Information is provided in the student handbook and your school will have a local health and safety induction process for you to follow.

# Fundamental information from day one

All emergencies on campus should be co-ordinated through Security who provide a 24-hour, seven days a week service, and a First Aider response. In case of a fire or other emergency call:

- 2222 from any internal phone (landline); or
- 01234 752999 from a mobile or external line.

You will be connected to the Security Service who will provide immediate assistance and contact the appropriate emergency services if they are needed.

Please complete the following four questions below. Ask your manager if you need assistance.

## Fire

Who is your local Fire Marshal?

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What is the number of your fire assembly point and where is it located?

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If you work in more than one building on a regular basis please list the number(s) of your other assembly point(s) and their locations

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## First Aid

What is the name of your local First Aider, and what is their extension number?

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# Cranfield University health and safety policy statement

## Context

Cranfield University's mission is to make a distinctive, practical contribution towards a secure society in a sustainable global economy, creating and transforming knowledge to solve real-world problems. In doing so it is essential that we take the right measures to control the health and safety risks connected with our work.

## Direction

Our aim is to provide a safe and healthy environment by taking effective means to manage our risks and protect people from being harmed. Cranfield University is committed to a process of continuous improvement in the management of health and safety in all areas of work and study.

## Approach

We recognise that this involves more than simply putting good policies, systems and processes in place, and we will take all reasonably practicable measures to ensure the safety of all persons, who are affected by the activities of the University.

We will achieve this by:

- working together as one team to put practical health and safety risk management arrangements in place
- ensuring compliance with all applicable health and safety legislation and other requirements to which the University subscribes

- building the right capabilities and a zero harm culture to support our health and safety values and vision
- mainstreaming health and safety excellence into everything we do, including all business planning and decision making processes
- setting meaningful health and safety objectives and targets, using continuous improvement techniques to deliver better performance
- providing sufficient information, instruction, training and supervision to employees, students and others working on behalf of the University
- following the belief that we do not compromise on health and safety
- we will provide the appropriate leadership, management and resources to enable this to happen, with everyone who works, studies and lives with us playing an essential part in securing a safe and healthy environment for all.

The University will make this policy available to the general public, students and all persons working for, in or on behalf of the University.



**Professor Peter Gregson**

Chief Executive and Vice-Chancellor

Date: 4 January 2016

# Health and safety support functions from day one

## Health and Safety Committee

The purpose of the Health and Safety Committee is to oversee the review, development, implementation and operation of the University's health and safety management system.

The Committee covers occupational health and safety matters and provides assurance to the University that its risks are being properly managed.

The Committee is chaired by an Executive lead for health and safety and reports directly to the Executive.

## Health and Safety Unit

The Health and Safety Unit is a small multi-disciplinary team that provides professional advice, guidance and support to the University. This includes leading the development of the University's management arrangements for health and safety so that they are effective, simple to use and consistent across the University. Further details are available on the contacts page of health and safety intranet site: **'Intranet homepage' > 'Services' tab > 'Health and Safety' > 'Key Contacts'** or email: **healthandsafety@cranfield.ac.uk**

## Local Health and Safety contacts (schools/service departments)

Health and safety is a line management responsibility, so in the first instance please speak with your manager if you have any concerns or queries. Each School and Service department also has a nominated management lead for health and safety, who co-ordinates the local arrangements for managing health and safety risks. There are also Trade Union safety representatives within the University. Contact details are on the contacts page of the health and safety intranet site: **'Intranet homepage' > 'Services' tab > 'Health and Safety' > 'Key Contacts'**

## Your responsibilities

Everyone has a responsibility to take care of their own health and safety and that of others. We can all set a personal example of good working practices by using work equipment as instructed, raising concerns when we see them and considering health and safety in everything you do.

# Fire safety

**It is very important you know what to do when a fire starts, and how to get out of the building to a place of safety as quickly as possible.**

If you discover or suspect a fire:

- ✓ Shout 'FIRE' and sound the alarm by activating the nearest fire alarm call point
- ✓ Evacuate the building by the nearest fire exit
- X Do not stop to collect personal belongings
- X Do not use passenger or goods lifts
- ✓ From a safe location contact Security on T: 2222 or 01234 752999 from a mobile.

Security will send a patrol officer to the building and call the fire service

- ✓ Report to the assembly point
- X Do not re-enter the building until authorised to do so

A Personal Emergency Evacuation Plan (PEEP) is required for anyone with a disability/illness or impairment that needs additional help and support to evacuate the building. Speak to your line manager or Fire Safety Adviser for further information.

## General fire safety precautions

- ✓ Keep all escape routes clear of blockages and obstructions
- ✓ Highly flammable materials, substances and gases must be stored, transported and used safely
- ✓ Keep rubbish to a minimum and dispose of in suitable bins or recycle



Example of a fire call point sign



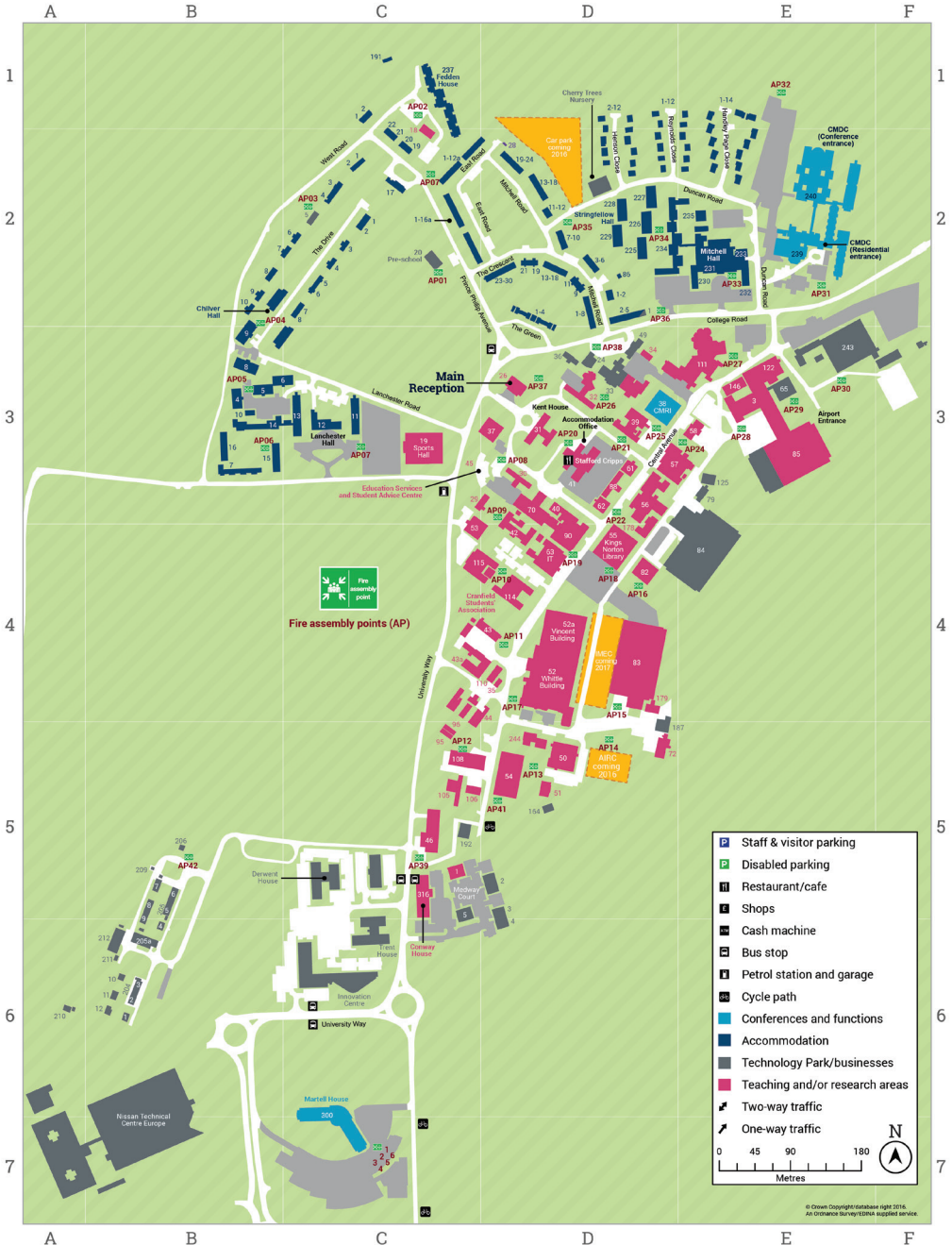
Example of a fire exit sign



Example of a Fire Action notice posted in buildings



# Fire assembly points



# || Campus safety

**Cranfield campus covers a large area on which there are over 100 buildings, an airport, a public highway, motorists, pedestrians and cyclists.**



## **Speed limit**

The 20 mph speed limit on campus is there for pedestrian safety, please keep to this limit when you drive on site.



## **Pedestrian safety**

Please use the footpaths where provided.

## **Cyclists**

Please cycle on the road, the footpath is for pedestrians. If you are a cyclist, please make sure you wear a high visibility jacket, especially at night and that your bike is fitted with good, functional lights.

For further information go to: '[Intranet homepage](#)' > '[Services](#)' tab > '[Transport](#)'

## **Parking**

All cars must display a current parking permit within their vehicle which can be obtained from Main Reception, Building 26.

## **Smoking**

You must not smoke in any University building. When smoking outside you must stand at least 3 metres away from entrances and open windows and dispose of the cigarette butts in the ashtray bins provided.



## **New students**

Approximately two thirds of our students come from outside of the UK and for many, this is a new environment and culture. Please help our students to find their way around and to settle in.

## **Visitors**

If you arrange for a visitor to come on site, please make sure that they are escorted at all times, and that they know the emergency evacuation procedure and location of the emergency exits and assembly points.

## **Contractors**

There are nominated personnel (University host) who are responsible for the health and safety arrangements related to working with contractors. For further information see the University Control of Contractors Arrangements. Go to: **'Intranet homepage' > 'Services' tab > 'Health and Safety' > 'Policies and Forms'**

## **Children and young people**

Young people can be at particular risk because they lack experience, training and awareness. If you arrange for a child or young person (under 16) to come onto site for work experience, they must be accompanied by a responsible adult at all times. Work within high risk areas will not be allowed.

## **Airport**

Cranfield has its own operational airport on the campus. Permission is required to gain access to any part of the airport.

Please contact Airport Administration on Ext 8150 or 01234 758150.

## **Litter**

We aim to keep the campus as clean and tidy as possible to create a better environment for us all, so please put litter in the bins around campus.

Litter and rubbish can cause serious damage to aircraft and has been the primary cause of many aircraft accidents (globally). It is vital therefore, that everyone helps to keep the campus, especially the airport free from litter and rubbish which will greatly help maintain a safe operation.

# Accidents, incidents and near misses



**Accidents are unplanned occurrences which result in damage, harm or injury.**

**Where there is no harm or damage, this is called a near miss.**

**An incident is a generic term covering work related accidents, occupational diseases and near misses.**

## **Reporting**

All incidents, no matter how minor must be reported as soon as possible to your line manager or their deputy, so they can take any immediate action to make the situation safe and investigate what happened and why. A copy of the completed report form needs to be sent to the Health and Safety Unit. The information is used to help prevent something similar from happening again. There may be local arrangements to co-ordinate this activity.

The reporting of near misses is strongly encouraged and supported because it enables corrective action to be taken before somebody is harmed. All reporting forms are available at: **'Intranet homepage' > 'Services' tab > 'Health and Safety' > 'Policies and Forms'**

# Risk assessment

**A risk assessment is simply a careful examination of what within your work area, or tasks carried out, could cause harm to people.**



Undertaking a risk assessment allows you to weigh up whether you have taken enough precautions and provided adequate control measures before you carry out a task, or whether more should be done to prevent harm. The five steps of a risk assessment are:

- identify the hazards
- decide who might be harmed and how
- evaluate risk and decide on precautions
- record findings and implement them
- review and update when there are significant changes

When deciding on the precautions to take the following hierarchy of control measures need to be applied:

- eliminate the hazard
- substitute for something less hazardous (e.g. use a less harmful chemical)
- put engineering controls in place such as - control at source, isolate, provide guarding

- apply administrative controls – such as safe operating procedures and systems, and/or organise the work area differently
- use Personal Protective Equipment as instructed, but **ONLY** as the last resort

The risk assessment template is available on the health and safety intranet: **'Intranet homepage' > 'Services' tab > 'Health and Safety' > 'Policies and Forms'**

Risk assessment training courses are available to book online: **'Intranet homepage' > 'Your development' tab > 'Role specific' > 'Health and safety'**

Refer to local arrangements for the management of risk assessments in your area.



# Workstation and computer use

**There are many office based roles at the University that require computer use on a regular basis.**



Whilst working at a computer it is important that you are able to sit comfortably and do not suffer aches and pains as a result of a poor workstation set up.

The following points should be considered:

- adjust your chair to suit your body shape and height
- feet – check your feet can rest flat on the floor or use a footrest
- keep your work area free of clutter
- take regular short breaks, away from the screen (equivalent to 10 minutes every hour, do other tasks etc)
- keep the mouse as close as possible to the end of the keyboard to avoid overstretching.

If you do experience discomfort in your upper body, or experience eye strain or

headaches, review your DSE assessment and talk to your line manager or DSE assessor or contact the Occupational Health Adviser for further advice.

Further information on DSE including eye tests and workstation set-up guidance is available on the health and safety intranet pages. Go to: **'Intranet homepage' > 'Services' tab > 'Health and Safety' > 'Key Contacts' > 'A - Z by Topic' > 'Computer Safety'**

## **Laptops**

Laptops are convenient for accessing information and some inputting of information. If you have to use one for long periods at a time, then you must use a docking station or a separate key-board, mouse and a laptop stand.

# Good housekeeping

## Slips, trips and falls

A neat and tidy workplace prevents accidents, and creates a nice work environment. Untidy, disorganised and cluttered work areas can and do cause slips, trips and falls, make work tasks more difficult and create a poor work ethic.

So please remember to:

- tidy as you go along
- keep passageways, stairs, and emergency exits clear
- report any damaged or uneven floor coverings or stair treads
- remove or cover trailing wires/leads
- wipe up spillages as and when they happen
- wear safety footwear if it's part of your job
- make sure a warning sign is displayed if cleaning or a wet area is present.



# Working environment

## Homeworking

If you work from home on an occasional or short-term basis, consider the following points:

- make sure you are able to sit and work comfortably
- make sure the room you work in has at least one window for natural light and ventilation
- make sure you have daily or regular contact with your manager
- have a working smoke detector in the house.

For further details please refer to the Homeworking policy on the human resources intranet site: '**Intranet homepage**' > '**Services**' tab > '**Human Resources**'. Note: employers are not legally responsible for checking or maintaining the homeworker's domestic electrical system or their domestic appliances, such as kettles etc.

## Lone working

The University recognises that some employees and students need to work outside of the core working hours (08:00-18:00). If this applies to you, please make sure that someone knows where you are. If you are involved in medium or high hazard work activities (as determined through your risk assessment) you should agree with your line manager how you are going to work safely.





# Fieldwork

**Fieldwork is “any work carried out by employees or students for the purposes of teaching, research or other activities while representing the institution off-site”.**

If your role involves planning, leading supporting or participating in fieldwork, log onto the health and safety intranet site: **‘Intranet homepage’ > ‘Services’ tab > Health and Safety’** and this will guide you through what you need to consider in your risk assessment.

Additionally, if you are to work/study abroad on Cranfield business it is important that you check the British Foreign and Commonwealth Office (FCO)

website – <http://www.fco.gov.uk/en> – and talk to other colleagues who have recently visited or have knowledge of working in the country(ies) you are visiting to ensure you are aware of any risks to your health and safety.

You must follow the appropriate health advice by arranging for vaccinations or medication (e.g. malaria tablets) and also ask for insurance documentation before you travel.

# Driving on work business

If you drive on work-related business, either full time or on an occasional basis, where a mileage allowance is claimed then the vehicle you use must:

- have a current road fund licence (tax)
- have a current MOT, if applicable
- be roadworthy
- be insured for business use.

You must also have a valid driving licence.

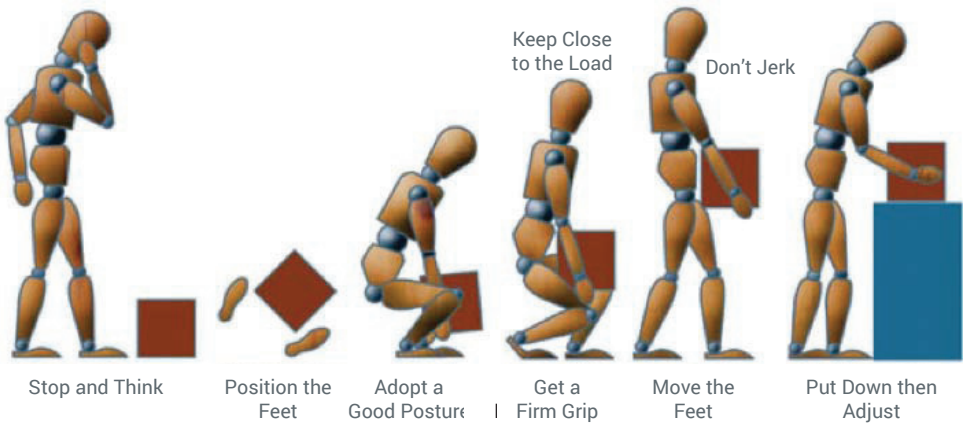


# Manual handling

**All staff are required to complete the online manual handling programme which provides basic information on how to move and lift items correctly.**

If your role involves a significant amount of lifting, pushing, pulling, setting down and/or carrying loads then you will need

to arrange a practical course. To do so, contact: [healthandsafety@cranfield.ac.uk](mailto:healthandsafety@cranfield.ac.uk)



Handling Technique for Lifting [Source HSE]

# Personal Protective Equipment

**Personal Protective Equipment (PPE) is the last resort as a risk control measure. This is because it provides limited protection and only protects the person wearing it, not others in the vicinity.**



Where the risk assessment identifies that PPE is needed for a task then it will be provided to you free of charge. You are then responsible for wearing it correctly.

If you are issued with PPE please make sure:

- ✓ it fits properly
- ✓ it is kept in good condition and stored appropriately
- ✓ it is maintained and cleaned according to any instructions provided

✓ if it is damaged ask for a replacement

Please make sure you know where and when to wear the PPE e.g. wearing goggles can save your eyes from damage; hearing protection can prevent hearing loss.

If you are unsure, ask your manager/supervisor.

Some examples of safety signs for the compulsory wearing of PPE are shown below:



Eye protection  
must be worn



Ear protection  
must be worn



Safety helmet  
must be worn



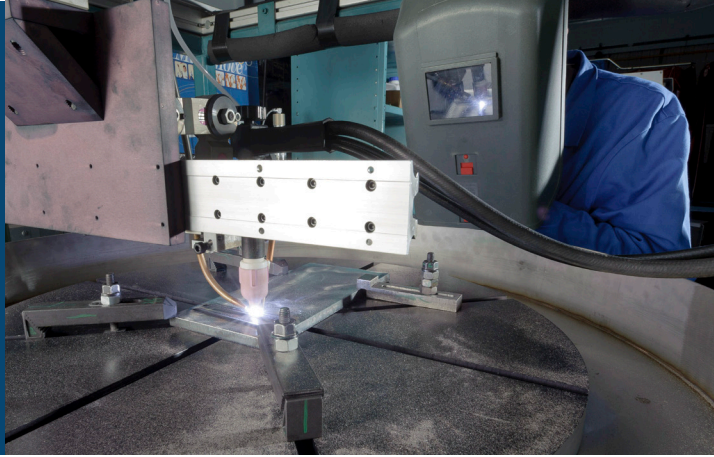
Safety gloves  
must be worn



Laboratory coats  
must be worn

# Work equipment

**Work equipment covers a wide range of items such as engineering machinery, a workstation chair, fume cupboards, ventilation units, hand tools and vacuum cleaners.**



All work equipment should be fit for purpose and the environment where it is being used. It is important that you know and are locally trained on:

- ✓ how to operate the equipment safely, including any guards or other protective devices
- ✓ what to do in an emergency
- ✓ how to report any damaged or faulty equipment

Never use unsafe equipment. Do not attempt to repair broken equipment, unless you are fully trained and have been authorised to do so.

# Electrical safety

**All work on electrical circuits or equipment must be undertaken by a competent, qualified electrician.**



All portable electrical equipment on campus is tested on a periodic basis through Portable Appliance Testing, commonly known as PAT testing.

Please make sure that:





- ✓ only PAT tested tools and equipment are used, with a current inspection tag
- ✓ sockets and cables are visually checked to ensure they are in good working order
- ✓ power cables are correctly located and do not cause a trip hazard

- ✓ electrical equipment is visually inspected before use
- ✓ electrical equipment is carried correctly and not by their cables
- ✓ any damaged equipment is reported to your manager or Facilities Manager. Do not modify or repair electrical equipment unless you are qualified to do so.

Personally owned electrical equipment should not be used on site unless PAT tested, and has a current, in date test label.

# || Safety signs

**Below are some common safety signs which you may see in and around your work area and campus. Please be aware of what they mean, and follow any instruction.**















Sign Example	Type	Description
	Prohibition	Signs that prohibit behaviour or actions likely to increase or cause danger  Example: 'no access for unauthorised persons'
	Warning	Signs that give a warning of a hazard or danger.  Example: 'danger: electricity'
	Mandatory	Signs that prescribe specific behaviour  Example: 'eye protection must be worn'
	Safe condition	Signs giving information on emergency exits, first-aid, or rescue facilities  Examples: Top sign: 'emergency exit/escape route' Bottom sign: 'first-aid'

# Control of chemicals and hazardous substances

**Hazardous substances can be chemicals, dusts, fumes, liquids, gases, vapours, solids and microbiological organisms.**

All work with these substances **MUST** be risk assessed in line with the 'Control of Substances Hazardous to Health' (COSHH) regulations prior to work being carried out.

Below are some symbols for hazardous substances. Only trained individuals should have access to, and use these substances.

Description	Old symbol valid to June 2015	Globally harmonised symbol Effective from Sept 2009
Oxidizing		
Flammable		
Explosives		
Acute Toxicity (Severe)		
Corrosives		
Irritant/Sensitizer		
Environmental Toxicity		
Gases Under Pressure	None	

# Working at height

**Nationally, a third of all reported falls from height involve ladders and step ladders.**

To carry out work at height safely:

- ✓ only carry out work at height if you are trained and authorised to do so
- ✓ risk assess the work to identify the safest way of doing the job
- ✓ ensure you have the right equipment and know how to use it (including any relevant rescue procedures)
- ✓ ensure any tests and inspections of the equipment have been carried out and are safe to use
- ✓ follow the safe system of work, including a permit to work that may be required
- ✓ make sure that the area beneath where you are working is cordoned off to prevent access.

# Asbestos

**Any proposed work which may involve disturbing the infrastructure of any building MUST be reviewed by your Facilities Manager BEFORE any work commences.**



The University keeps a register of all buildings which contain asbestos materials. Within the Schools and Services

the Facilities Manager will notify the Facilities department if there are items of equipment which may contain asbestos.



# || Noise

**If you find you have to raise your voice to have a normal conversation or have muffled hearing at the end of the day, ask your manager to have a noise assessment carried out.**



Hearing protection zones are marked with appropriate signage and show the areas where the noise level is above 85dB(A) which means you must wear suitable hearing protection.



## **Health surveillance**

If you routinely work in a hearing protection zone or if you are at particularly at risk of hearing damage (e.g. if you already suffer from hearing loss or are particularly sensitive to hearing damage) and exposed to noise level over 80dB(A), then you should be referred by your manager to Occupational Health for routine hearing tests.

# Occupational Health

**Occupational health is concerned with the effect of work on health, and the effect a person's health has on work. It includes physical and mental health and deals with legal compliance as well as good practice to minimise health risks at work.**

The University Occupational Health Service provides independent, impartial and confidential advice. The services include:

- occupational health assessment
- work-related fitness assessments
- assistance and advice on the management of sickness absence
- return to work rehabilitation after

sickness absence due to illness or surgery

- work-related health surveillance
- workplace assessments/visits
- advice regarding pregnancy and work.

For further information about the service go to: **'Intranet homepage' > 'Services' tab > 'Health and Safety' > 'Occupational Health'**

# Welfare

Staff have access to the AXA 'Be Supported' service, a confidential counselling and advice service for employees, spouse/partner, plus any family members living at the same address.

It provides a large information resource online or by telephone request.

This service is fully funded by the University and there is no charge to staff for using it.

- 24 hour telephone helpline: 0800 068 6729

- Online information at:  
[www.axabesupported.co.uk](http://www.axabesupported.co.uk)  
Username: cranfieldstaff  
Password: supported  
(enter exactly as shown here, and tick the box accepting the terms and conditions)

For information and support for stress in the workplace go to:  
**[www.hse.gov.uk/stress](http://www.hse.gov.uk/stress)**

There is also additional support available at **[www.recourse.org.uk](http://www.recourse.org.uk)**

# || Student health

**If you have any concerns about your academic work speak to your course director / supervisor. However, there are also other sources of support for students:**



## **Accessibility issues**

For academic support and adjustments regarding disability and learning support needs, please contact the Learning Support Officers based in the Student Advice Centre. They will discuss how your condition is affecting your studies and co-ordinate all relevant assessments and support. To contact the Student Advice Centre email: [studentadvice@cranfield.ac.uk](mailto:studentadvice@cranfield.ac.uk)

## **Student Advice Centre, Building 45 (Cranfield campus), Slim building (Shrivenham site)**

Our Student Advisers offer a confidential and professional service dedicated to supporting students and their families throughout their studies at Cranfield. Information, advice and guidance is available on a wide range of issues including; disability and learning support, academic matters and University procedures, personal issues, counselling services, your children's

school admissions process, relationship difficulties and settling into the UK. To contact the Student Advice Centre email: [studentadvice@cranfield.ac.uk](mailto:studentadvice@cranfield.ac.uk)

## **Health and Medical Care**

The National Health Service (NHS) provides healthcare for all UK students, for European students under reciprocal agreements and for international students and their families who are resident in the UK for a period of six months or longer. The NHS prioritises treatment by need and you may prefer to take out private health insurance which offers more immediate access to specialist and hospital appointments.

It is important to register with a doctor as soon as possible after your arrival. Do not wait until you are unwell. There is no charge for registering with a doctor. To find your nearest doctors surgery please follow the link: <http://www.nhs.uk/Service-Search/GP/LocationSearch/4>

# Cranfield University

## environmental policy statement

### Context

Cranfield University's mission is to be an exclusively postgraduate university that is a global leader for education and transformational research in technology and management. In achieving this mission it is essential that we manage the environmental risks and impacts associated with our work in a sustainable manner.

### Direction

Our aim is to provide a sustainable environment in which to live and work, both at the University campuses and other areas affected or influenced by our activities. We aim to achieve this by preventing pollution, complying with environmental legislation and striving to continuously improve our environmental performance.

### Approach

We recognise that this involves more than simply putting good policies, systems and processes in place. Environmental considerations have to be fully integrated within our everyday behaviour so that it is part of the way things are done at Cranfield now, going forwards and supports the advice we provide to others.

We proactively seek to achieve this by:

- working together as one team to develop effective ways of assessing, monitoring and minimising the environmental impacts of our activities

- ensuring compliance with all applicable environmental legislation and other requirements to which the University subscribes, and which relate to the University's environmental aspects
- setting meaningful environmental objectives and targets and establishing programmes to achieve them and having robust contingency plans in place to minimise the impact of foreseeable environmental incidents.

To be successful we need everyone who works, studies and lives with us to help achieve this policy, in particular by:

- ensuring that waste is correctly handled, stored and disposed of
- promptly reporting all accidents or incidents which could lead to pollution
- sharing any suggestions for pollution prevention, waste reduction or energy conservation.

The University will make this policy available to the general public, students and all persons working for, on or on behalf of the University.



**Professor Peter Gregson**

Chief Executive and Vice-Chancellor

Date: 4 January 2016.

# Environmental initiatives

## University environmental initiatives

A number of initiatives have been established seeking to reduce the environmental impacts of the University and identify opportunities to implement best practice. There's more information about all of these on the intranet: '[Intranet homepage](#)' > '[Services](#)' tab > '[Energy and Environment](#)'

## Carbon management

Cranfield has set itself challenging carbon reduction targets of 50% reduction in emissions by 2020. Our Carbon Management Plan prioritises areas where investment and action can deliver savings in energy use and associated emissions.

## Waste management

An integrated waste management system has been introduced and an active Waste Management Working Group set up to tackle waste and recycling issues. Please correctly segregate materials into recycling bins to minimise waste taken to landfill.

## Travel and transport

The University Travel Plan has been updated to support the University commitment to reduce its carbon use, by exploring improvements in travel choices on campus.

## Biodiversity

We have a rich variety of wildlife on our Cranfield campus. Our Biodiversity Action Plan aims to conserve habitats and develop action areas where biodiversity can be enhanced.

## Your responsibilities

To support the successful implementation of the University Environment Management System (EMS) all members of the University have a duty to:

- seek advice from the University's Environment Advisor if you are unsure about environmental issues related to your work activities
- comply with applicable environmental legislative requirements by working to the environmental policies and procedures (e.g. Control of Discharge to Sinks, Waste management, Spillage Containment and Control procedures)
- store all hazardous substances, chemicals and waste securely in designated areas
- report any environmental hazards, or opportunities for pollution prevention, waste reduction or energy conservation to your local contacts
- respond to and report all environmental incidents and near misses through the University incident reporting procedure.

Further information can be found on the intranet. Go to: '[Intranet homepage](#)' > '[Services](#)' tab > '[Energy and Environment](#)'

# Our health and safety values and vision

Our Values	We do not compromise on health and safety			
	1 We are responsible for safety; everyone has a right to be safe.	2 We are genuinely engaged and empowered to work safely.	3 We strive for continuous improvement.	4 Achieving excellence requires excellent health and safety.
Our Vision	<ul style="list-style-type: none"> <li>• We care for our own and others' safety.</li> <li>• We consider safety implications in everything we do.</li> <li>• We demand and develop safety performance from everyone we work with (employees, students, partners, clients, subcontractors).</li> <li>• We follow up and follow through.</li> </ul>	<ul style="list-style-type: none"> <li>• We create a zero harm culture through what we say and what we do.</li> <li>• We work collaboratively to achieve safe outcomes.</li> <li>• We ensure we know how to work safely.</li> <li>• We value all contributions and interventions to keep each other safe.</li> <li>• Our communication of safety is clear, consistent and cascaded effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• We are never satisfied; we are always learning, always improving.</li> <li>• We continuously assess, review and improve our safety culture, systems and performance.</li> <li>• We learn from our mistakes and share our learning with others.</li> <li>• We push ourselves to find safer ways to do things.</li> <li>• We build capability through training and mentoring.</li> </ul>	<ul style="list-style-type: none"> <li>• We have the right people, resources, tools and support to work safely.</li> <li>• We identify, understand and control all hazards and risks.</li> <li>• Our H&amp;S Management System is effective, simple to use and consistent across the University.</li> <li>• We ensure everyone has the right competencies to work safely.</li> <li>• We do not start work unless we are confident the controls will ensure zero harm.</li> </ul>

Approved by the University Executive on 12 November 2012

<https://intranet.cranfield.ac.uk/safety>  
'Intranet homepage' > 'Services' tab > 'Health and Safety'

Version 2 2016