



The
University
Of
Sheffield.

Octagon
Centre

Health and Safety at the Octagon Centre

This document is intended to inform and reassure any visitors or group organisers attending the Octagon Centre that the establishment is fully aware of its Health and Safety responsibilities towards the general public and has all appropriate safeguards in place.

Public Liability Insurance

The University has fully extensive cover in respect of any mishaps attributable to its own negligence or omission or that of its agents or invitees. External hirers of the premises are required to hold similar cover indemnifying the University against any claims arising from negligence attributable to them.

The University of Sheffield Statement of Health and Safety Policy

Statement

1. This Statement sets out the policy of the University Council on the health and safety of all those who may be affected by the University's activities. It outlines the organisation and arrangements to ensure that the policy is fulfilled.
2. The Council 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 Council 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 University's undertaking. The Council expects that everyone in the University will accept the importance of health and safety in their activities and will co-operate in achieving the highest standards of health and safety.

Policy

3. The elements of the Council's policy are to ensure that: -

the performance of the University in health and safety is exemplary and fully in compliance with all legal requirements

duties and responsibilities throughout the University are clearly articulated in guidance and instructions

it is 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 Council has: -

approved the organisation and arrangements for management of health and safety in the University (see below)

constituted a Health and Safety Committee of the Council to oversee the arrangements

appointed a representative of Council to provide the link between Council and the health and safety management function in the University

and the Council will: -

receive, and where necessary act upon, periodic reports from the Health and Safety Committee

receive and publicise an Annual Report from the Health and Safety Committee on the University's performance, and 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 Executive.

Organisation and Arrangements

4. The Vice Chancellor has responsibility for ensuring the effective management of the health and safety function in the University.

5. The organisation and arrangements for health and safety management are described in the University's Health and Safety Code of Practice. This defines the duties and responsibilities of operational and academic managers within their respective spheres of control and of individuals for their own safety and that of others who may be affected by their activities. The Code of Practice is available on request or on University of Sheffield web page <http://www.shef.ac.uk/safety/codes.html>.

6. The arrangements for oversight of health and safety management are approved by the Health and Safety Committee. The Committee is chaired by a representative of Council and reports formally to Council. The Committee's responsibilities include the review and updating of the Code of Practice in the light of experience and changing legislative requirements.

Authority

7. This Statement of Health and Safety policy was approved by Council on 16 December 2002.

Peter Lee

Chairman of Council

Public Entertainments Licence

Convocation Hall has a Local Authority Public Entertainment Licence. It is, therefore, subject to regular scrutiny to satisfy the local authority's Surveyors' Department, the Fire Service, the local Environmental Health Office and the Police Force that best practices are employed in ensuring the health and safety of performers and audiences alike.

Accident Reporting/First Aid

Responsibility for arranging a qualified first aid presence lies with the hirers of the premises. The University has an appropriate complement of First Aiders to meet legislative requirements for the workplace.

Supervision of Children and Young People

Adults with or responsible for supervising children should:

Be aware of their location at all times.

Make sure they behave appropriately at all times.

Take all possible measures to prevent them from spoiling the enjoyment of others.

10/03/05