
Policy Statement
University of Dundee encourages the involvement of all staff and students in improving its safety performance and welcomes an open dialogue on health and safety concerns. Safety Committees provide a forum for discussion of issues and progress, but hazards or suspected hazards should be reported promptly to the most appropriate agency so that they can be remedied quickly.

Any reports of health and safety concerns should be as clear and concise as possible to assist the University in investigating and rectifying problems. Genuine concerns, even if they turn out to be ill-founded, will be treated with equal process and no-one will be penalised in any way for raising such issues.

Arrangements
Staff should report healthy and safety concerns to their line manager or School/Support Service Safety Representative, who will either take action to make safe, or will contact an appropriate agency such as Estates and Buildings to get action taken. Unless it is clear that the matter of concern is outwith the remit of the School/Directorate, all health and safety concerns should be initially raised with the School/Directorate.

Estates and Buildings will deal with premises defects and items of fixed plant and machinery, either themselves or by calling in contractors to carry out the work. The speed of such actions will depend on the degree of hazard posed by the defect and the time and costs of putting it right. Sometimes matters can be made safe immediately but more complex repairs may necessitate temporary measures to ensure safety to be put in place before the work can be planned and done. In all cases the University will do all that is reasonably practicable to minimise risks to health and safety, but the choice of the solution to achieve adequate health and safety may not always satisfy all
other interests. For example if part of a building has to be closed until funds can be found to carry out repairs, it may achieve safety requirements but may cause inconvenience to former users.

If the concern is not satisfactorily resolved within a reasonable timescale, it should be reported to the Dean/Director, who should consult with Safety Services as to how the matter should be taken forward. School/Directorate Safety Representatives and appropriate Trade Union Representatives should be kept informed of progress.

Safety Committees provide opportunity for the discussion of non-urgent matters and for reviewing progress in the management of health and safety in the University.