Health and Safety Support

Health and Safety Officers
The appointment of competent advisors falls within the requirement of the Management of Health and Safety at Work Regulations 1999. The University Health and Safety Officers form a central team. They work together with the University community to enable the continuous improvement of health and safety, providing health and safety advice and assistance to the University in accordance with the Regulations. The University Health and Safety Officers:

- Provide health and safety advice and support to all levels of management in the University and in particular, heads of departments, managers and supervisors, enabling them to meet their health and safety responsibilities;
- Examine new and revised legislation and best practice guidance and advise on the practical application of these in relation to the University’s activities;
- Develop and keep under review, the University Health and Safety Policy and Arrangements, ensuring they remain fit for purpose;
- Support the University’s governance processes by advising on the University’s health and safety hazard profile, establishing systems for the monitoring and review of health and safety performance and delivering a programme of health and safety audits;
- Advise on health and safety competence, and organisational health and safety related training and development needs;
- Through the Occupational Health Service, ensure a programme of health surveillance is in place for relevant staff;
- Develop or commission appropriate health and safety training to meet organisational needs;
- Provide an Annual Report outlining performance against KPIs and providing contextual information on comparisons with sector norms and other statistical information;
- Provide specialist advice and guidance on Ionising Radiation Safety.

Fire Safety Officer
The Fire Safety Officer is the University’s competent advisor under the Regulatory Reform (Fire Safety) Order 2005. The Fire Safety Office is responsible for:

- Providing competent advice on fire safety precautions and the implementation of the Regulatory Reform (Fire Safety) Order;
- Developing Fire Safety Arrangements and guidance to ensure that the University meets its duties in relation to the Regulatory Reform (Fire Safety) Order;
- Carrying out fire risk assessments;
- Developing and delivering appropriate Fire Safety training to both staff and students;
- Advising on and monitoring the effectiveness of fire protection arrangements across the University;
- Organising and co-ordinating fire evacuation drills and maintaining appropriate records;
- Conducting audits and inspections and investigations into fire related incidents;
Arrangements for the Management of Health and Safety

Specialist Safety Roles
These are determined by the hazard profile of the University and consist of the following:
- Departmental Radiation Officers (DROs)
- Radiation Protection Supervisors (RPSs)
- Laser Safety
- Biological Safety

Appointed Health and Safety Support

Departmental Health and Safety Officer [DHSO]
DHSOs are appointed by the Head of Department or Divisional Director and their appointment will be notified to the University Safety Health and Wellbeing Office. Arrangements for this role to support more than one department should be made in accordance with the respective hazard profiles and agreed between the relevant heads of department. This arrangement must satisfy the requirement of senior Managers to:
‘Assign sufficient physical and human resources [competent personnel with sufficient time and facilities]. Include roles such as department health and safety officers, radiation protection supervisors, bio-safety specialists first aiders, display screen equipment assessors etc. where required’
Their role is to support their Head of Department in meeting their health and safety responsibilities. They do this by:
- Acting as the first point of contact locally in their department on matters of health and safety.
- Supporting the Head of Department in the development of the departmental hazard profile and subsequent action plans;
- Liaising with other departments in the University to effect remedial action where a hazard or unsafe working practice has been notified;
- Liaising with other DHSOs to ensure health and safety arrangements are in place where work space is shared;
- Ensuring that the Head of Department and other managers and team leaders are kept informed of health and safety issues (for example by including them on the agenda of management group meetings).
- Supporting their Head of Department with setting up and keeping under review departmental arrangements for:
  - Communication and consultation on health and safety.
  - Health and safety induction and training of employees and students.
  - First aid.
  - Fire and emergency evacuation.
  - Risk assessment.
  - Computer Workstation (DSE) Assessment.
  - Reporting of health and safety incidents, hazards and concerns.
  - Monitoring health and safety (including inspections and health and safety incident investigations).
- Supporting the Head of Department in matters relating to their SHaW Operational Committee;
Arrangements for the Management of Health and Safety

- Assisting their Head of Department in co-ordinating the development, review and revision of departmental health and safety standards consistent with the University’s Arrangements.
- Keeping up to date with health and safety requirements and best practice relating to the risks that impact on their department.
- Providing advice and guidance on health and safety matters within their department, as far as it is within their level of competence to do so.
- All DHSOs should have as a minimum an understanding of the following:
  - The University’s Health and Safety Policy;
  - The University's Health and Safety arrangements as they apply to their department;
  - The hazards profile of their department;
  - Risk assessment and control methodologies as applicable to the range of hazards and activities in their area;
  - The procedures for reporting accidents and incidents.
  - Accident investigation techniques;

Other Appointed Roles
- Computer Workstation Assessors
- First Aiders
- Manual Handling Assessors