



Safety Note 1

2nd Edition, May 2016

Roles and Responsibilities of H&S COORDINATORS

1 SUMMARY

Health & Safety Co-ordinators are members of staff who are appointed by the Head of School /Function or Unit Director to act on their behalf to co-ordinate day-to-day health and safety arrangements.

Health & Safety Co-ordinators (HSCs) must have the authority and personal skills to be able to implement effective local H&S arrangements and to advise the Head of School/Function if performance/compliance does not reach the standards required.

Duties of H&S Coordinators will vary, dependent on the type of environment they work in. To reflect the different needs of these environments, HSC role descriptions and training requirements have been separated into those for higher and lower risk areas.

Higher risk areas include: Schools and Functions with laboratories, workshops or equipment which may pose a significant risk.

Lower risk areas include: Schools and Functions where main hazards are office work and travel.

2 ROLE DESCRIPTIONS

2.1 Main Duties and Responsibilities of H&S Coordinators in Higher Risk Schools and Functions

To provide advice to the Head of School/Function and other senior managers on local management arrangements, safe systems of work and local rules.

To proactively communicate with staff and postgraduate students on all aspects of workplace health, safety and welfare, including the requirement to attend H&SS courses and local training that is applicable to the range of work undertaken within the School/Function.

To lead regular internal audits, reviews of management systems and monitor implementation of School improvement plans and to respond to internal audits from H&SS or via H&SS in the case of any external audit from external agencies.

To carry out documented periodic safety inspections of specialist areas (6 monthly) and offices and communal areas (at least annually) and through the Head of School/Function, assign corrective and preventative actions to relevant individuals and follow up to check on completion of remedial actions.

To monitor and report performance to School/Function committees and School/Function senior managers and ensure that, where appropriate, problems are reported to the Head of School/Function on a time scale that is commensurate with the risk.

To monitor that risk assessments (for work areas, tasks/project/research work and fieldwork) prepared by staff and postgraduate students are in place, and are of a suitable and sufficient standard, providing H&S input as required.

To ensure that safety signage (not relating to fire or first aid) within the School/Functions buildings is up-to-date (reporting defects in fire or first aid to the responsible person).

To assist the Head of School/Function with the running of the Health and Safety Committee.

To advise the Head of School/Function on the development of the annual improvement plan, advising on improvements to current practice and the means to implement these recommendations.

To maintain and update H&S Codes, local rules and Standard Operating Procedures (SOPs; for safety critical equipment only).

To investigate accidents, incidents and near misses in the School/Function (including during fieldwork activities) and in defined communal areas of multi-occupancy buildings and ensure that corrective and preventative actions are closed out.

To carry out specialist roles, such as Laser Safety Officer, Radiation Protection Supervisors as required.

Assist in the development of relevant non fire related emergency plans, for example spillage procedures and local training of responders. Provide assistance in the event of a safety emergency.

Other safety duties as required in response to the work carried out in the School (e.g. organising or carrying out face fit testing for wearers of respiratory protection, facilitating the occupational health surveillance programme, overseeing that

2.2 Main Duties and Responsibilities of H&S Coordinators in Lower Risk Schools and Functions

Provision of advice to the Head of School/Function and other senior managers on local management arrangements and performance and referral to the Head of School/Function and other senior managers and/or Health & Safety Services any health and safety problems which they cannot r

3 TRAINING REQUIREMENTS

3.1