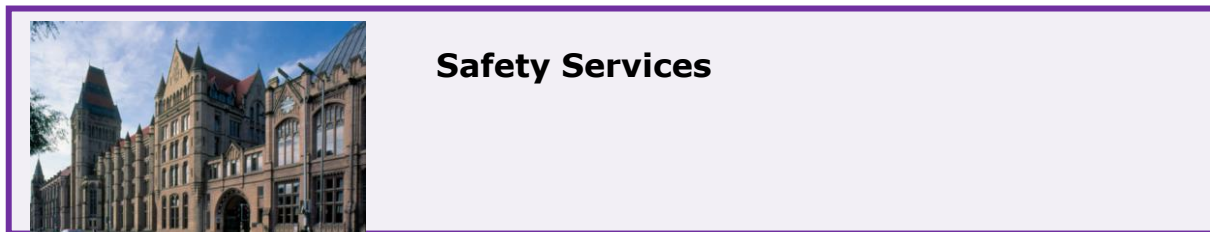


University Health & Safety Arrangements: Chapter 5



Key word(s): Central and strategic support and advice services; monitoring and auditing;

Target audience: Senior managers, school and local safety advisors

Introduction

1. The University's Safety Services is part of Compliance & Risk in Professional Support Services, together with Occupational Health and Radiation Safety (and other compliance services).

Safety Services

2. The team is managed by the Head of Safety Services and includes University Safety Co-ordinators, the University's Biological Safety Adviser & Deputy Head of Safety Services, the Fire Evacuation and Training Co-ordinator, the Regulatory Compliance Officer and administrative support.
3. The team's main functions are strategic in nature and are:
 - a) To advise all members of the University community about health & safety, in general and as the law applies to individuals
 - b) To advise the University about its health & safety performance, using various monitoring and auditing processes
 - c) To advise and support managers and others carrying out health & safety work in accordance with duties and responsibilities assigned to them in law or through University procedures
 - d) To advise the University about the implications of proposed or new legislative requirements or enforcement agency policies and arrangements

- e) To maintain a database of all reported accidents, incidents and near misses, together with appropriate documentation about their investigation
- f) To liaise with the Health & Safety Executive and other relevant health & safety enforcement agencies
- g) To make (or co-ordinate) all statutory notifications and returns including those required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- h) To draft and submit for approval policies and procedures that apply across the campus
- i) To provide and support health & safety training and to develop new training material and courses
- j) To co-ordinate the University's programme of fire evacuation practices
- k) To provide a reference source of relevant health & safety information and documentation, including University policy statements, procedures and guidance relating to health and safety matters
- l) To communicate with and assist school and local safety advisors appointed by senior managers
- m) To research or otherwise investigate aspects of health & safety that are new or unfamiliar
- n) To liaise with external bodies with an interest in health and safety management, including the University's insurers and sector-specific professional groups.

Document control box	
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