

University Health & Safety Arrangements: Chapter 15



School and local safety advisors

Key word(s): School safety advisors (SSAs); local safety advisors (LSAs); model roles and responsibilities

Target audience: Senior managers appointing specialist safety advisors; SSAs; LSAs;

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Introduction

1. Senior managers are required to appoint in writing a School or Local Safety Advisor (SSA or LSA) to assist in the creation, development, implementation, monitoring and review of the local arrangements for safe working. Where appropriate because of the size and complexity of the managed unit, additional safety advisors with responsibilities for sub-units (e.g. divisional safety advisors) may need to be appointed.
2. The SSA/LSA will be a suitably senior member of the staff who may be appointed full time or part time, in accordance with the requirements of the school. The SSA/LSA is appointed by, and is responsible to, the Senior Manager.
3. The primary tasks will be to liaise between the School and the University Safety Co-ordinator and other safety co-ordinators and to advise the Head of School on safety matters. The effectiveness with which these functions are discharged and these duties performed will depend upon the support of the senior manager, and the extent to which other members of staff have a positive attitude to safety matters and, in particular, notify hazards in their work to the SSA.

4. The Senior Manager should make suitable arrangements to ensure that the SSA/LSA is provided with sufficient resource and support to carry out the work effectively and for cover during periods of absence. This could include appointment of a deputy or instructions for urgent work to be forwarded to a named alternative person.
5. The following guidelines are intended to provide a flexible basis on which the Senior Manager and the SSA/LSA can allocate the work, but it should be clear that the SSA post is not one that carries responsibility for safety management; it is primarily to assist the managers by providing information, advice and support.

Model roles of SSAs/LSAs

6. These must be adapted to suit the particular local circumstances and arrangements. A description of the agreed role should be part of the written appointment letter.
 - a) To disseminate information on safety matters within the school.
 - b) To advise on procedures to ensure the safety of operations within the school.
 - c) In conjunction with other members of staff and the Senior Manager, to carry out workplace inspections and other monitoring work (for example, checking that risk assessments are available and are kept up-to-date, and visually monitoring the presence and condition of safety equipment such as fire protection equipment, in accordance with current University guidance on workplace inspections), and to report any items seen to be missing or faulty so that prompt action may be taken to remedy that fault or deficiency.
 - d) To inform new members of the school, including students, of safety policy, codes and standards, as well as school safety arrangements and procedures, and to carry out that part of the agreed induction process which is specific to the school (using the induction check list).
 - e) To inform the University Safety Co-ordinator or Head of Safety Services of any special hazards in, or new hazards about to be introduced into the School.
 - f) To inform all members of the school, including students, of new developments with particular reference to any changes of policy or procedure.
 - g) To use best endeavours to ensure that accidents are reported promptly and investigated in accordance with University procedures and to report any case of non-compliance to the Head of Safety Services.
 - h) To co-ordinate school arrangements for emergency evacuation, in co-operation with the University Safety Co-ordinator(s).
 - i) To take an active role in the school health and safety committee.
 - j) To maintain the school health and safety policy statement and to participate in preparing the school annual review.

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