

Safety Roles and Responsibilities of College and Service Staff at the University of Exeter

1.0 Introduction

This section describes the responsibilities and organisational elements which are central to the effective application of the University's Health and Safety Policy and the specific Health and Safety Standards within Colleges and Services.

The term **Pro-Vice Chancellors and Directors of Services** is assigned a broad meaning which relates to the individual managerially devolved units of the University. It includes both the discipline and other autonomous parts of the University, such as Registrar and University Secretary, Chief Financial Officer as defined in the University's Health and Safety Policy.

The Head of School or Service is responsible for establishing, and being effectively involved in, an organisational structure within the School or Service to enable safety arrangements to be devised, implemented, monitored and reviewed.

Communication of the organisation and safety arrangements to the members of the Discipline or Service is also necessary. Depending upon local circumstances one or more safety notice boards, or a safety section in a general notice board as well as an established Health and Safety Committee structure, is recommended and will assist in this communication.

All members of the Discipline or Service will have a key role in assisting the Head of School/Service in discharging their responsibility. The typical responsibilities of those at various levels in the Discipline or Service are described in the sections below.

Discipline or Service Safety Committees will usually be established in each area that offers a higher risk, are organisationally complex or diverse. The committee's role is to assist the Head of Discipline or Service in ensuring that safety issues are being identified, dealt with, being monitored and any issues with the safety performance of the Discipline or Service are escalated to College Pro-Vice Chancellors or Directors of Services through their own Safety Committees or equivalent.

In many cases the Head of Discipline or Services will need to delegate safety functions to members of staff appointed with specific responsibilities for Radiation Protection Supervisors (RPS), Lasers Safety Officers (LSO), CoSHH assessors etc.

This section also describes simpler arrangements for lower risk or smaller Discipline or Services where the range of structures or appointments would be inappropriate. This may involve joint appointments or committees.

2.0 College or Service Roles and Responsibilities

2.1 Pro-Vice Chancellors and Directors of Services

The University's Health and Safety Policy defines the chain of responsibility to enable health and safety to be effectively managed across all areas. The arrangements within Colleges or Service are central to its success since it is at this level that control can be exercised over the risks associated with the work activities. The Vice Chancellor have devolved safety responsibilities to senior staff within the University, these will include Pro-Vice Chancellors (PVC) and Directors of Services (DoS), it is their responsibility for ensuring that health and safety is being effectively management at a local level. By comparison with more senior management levels in the University, Heads of Discipline or Service are much closer to the detail of the work. The PVC or DoS will devolve this responsibility to them. This will be achieved by setting up good local management systems which will deal with the finer detail and provide assurance to all of those with a responsibility that health and safety matters are being managed effectively.

Heads of Discipline or Service may delegate the performance of health and safety duties to trained and competent staff to assist in discharging of their responsibilities. They must nevertheless provide a clear decisive lead which demonstrates their commitment to health and safety. In discharging these the Head of Discipline or Service will need to ensure that:

- Discipline or Service staff have been provided with sufficient information, instruction and training to enable them to perform their job in a safe manner
- Suitable time and resources must be provided to enable staff to take ownership of their duties
- The introduction and maintenance of measures are designed to identify monitor and control risks
- The maintenance of appropriate records and the proper supervision of staff and students

Where performance of certain health and safety duties is delegated to key staff e.g. Radiation Protection Supervisors (RPS), Laser Safety Officers (LSO), Biological Safety Officers (BSO) etc, it is also essential that these individuals operate with the full support of the Head of Discipline or Service and that it is clearly understood by Discipline or Service staff, that they are acting with the devolved authority of the Pro-Vice Chancellors and Directors of Services. As with all these roles suitable time and resources must be made available to enable them to take ownership of their duties. Where conflicts arise these should be referred back to the Head of School or Service.

2.1.1 Pro-Vice Chancellors and Directors of Services

The term " Pro-Vice Chancellors and Directors of Services " is used in a broad sense and relates to the Pro-Vice Chancellors and Directors of Services including managers of other autonomous parts of

the University, such as Registrar's, Chief Financial Officer's, Information Service's and their composite sections.

Pro-Vice Chancellors and Directors of Services are responsible for health and safety matters at the College or Service level and must demonstrate commitment to the University's Health and Safety Policy etc. by ensuring that effective arrangements for the proper management of health and safety are in place. With the exception of some of the smaller sections of the University, it will usually be impossible for one individual to discharge all the duties involved. Success is therefore achieved by a combination of the following managerial factors:

- Ensure they are aware of all risk associated with the work in their control. They should carry out a risk profile any risks they have. This will enable them to take proactive approach to controlling these risks
- Establish a framework which enables the development, implementation, monitoring and review of local safety procedures and being aware of the Pro-Vice Chancellors and Directors of Services performance in this respect
- Formally delegating, as appropriate, Pro-Vice Chancellors and Directors of Services safety roles (and the associated record keeping aspects), such as those of the manual handling assessor, first-aider, etc. to appropriate members of the College or Service staff
- Set up a College or Service Health and Safety Committee if risks justify it or, in low risk Colleges or Services, placing health and safety as a standing item on the agenda of the College or Service management committee if the former is not justified
- If appropriate developed a College or Service Health and Safety Policy with the help of the College or Service staff and the involvement of the College or Service Health and Safety Committee
- Allocate the necessary resources - both in terms of time, money or other resources - to the staff to whom safety functions have been delegated
- Support the carrying out of risk assessments within the College or Service and reacting to the "significant findings" identified
- Devise and implement in a phased order of priority plans for the expenditure of finance or effort to solve problems which cannot all be resolved at once
- Encourage and support the attendance of appropriate members of the College or Service on relevant internal and external health and safety training events. These will include University mandatory health and safety inductions and refresher, topic specific training as well as any required specialist training
- Take personal action - or empowering members of the College or Service staff to act - to suspend or stop any College or Service activity that is dangerous or not carried out in accordance with the University's Health and Safety Policy or associated Safety Standards.
- Work with all staff to ensure all individuals involved in a safety role of the importance of their particular role in the overall safety management structure
- Establish good lines of communication between all staff and students concerned
- Make full use of the internal and external technical knowledge, professional advice and skills available
- Seek, receive and take good health and safety advice from the University's Health and Safety Team or other "central" safety staff as appropriate, and from the College or Service staff as appropriate

- Co-operate fully with Health and Safety Team staff in carrying out the University's incident reporting, central inspection, monitoring, and auditing arrangements as that will affect the College or Service, those will include taking proactive measures to ensure any actions are carried out and completed.

2.2 Heads of Departments or Service

Where the size and complexity of the College or Service requires that a Heads of Department or Service is appointed to control particular functions or disciplines then these individuals will have a key role in assisting the Pro-Vice Chancellors and Directors of Services in discharging their responsibilities. In general their responsibility will be to ensure that the implementation of the College and Service arrangements being carried out to ensure the University's Safety Policy and associated Safety Standards are implemented.

2.2.1 Head of Departments or Service

The term "Head of Department or Service" relates to those who have responsibility for one or more of the functions or disciplines which form a part of the activities of the College or Service.

The Head of Discipline or Service is responsible for implementing the University's Health and Safety Policy and associated Safety Standards in so far as it relates to matters under their control. In this respect the Head of Discipline or Service will enable the Pro-Vice Chancellors and Directors of Services to discharge some of their responsibilities.

Typical responsibilities would include:

- Informing the Pro-Vice Chancellors and Directors of Services of significant health and safety issues involving their section and progress in resolving these and in meeting health and safety objectives
- Making any sectional health and safety appointments such as a Radiation Protection Supervisor (RPS), Laser Safety Officers (LSO) in accordance with University's Health and Safety Policy and associated Safety Standards as requirements
- Working with all staff to ensure all individuals involved in a safety role of the importance of their particular role in the overall safety management structure
- Establishing good lines of communication between all staff and students concerned
- Making full use of the internal and external technical knowledge, professional advice and skills available
- Seeking, receiving and taking good health and safety advice from the University's Health and Safety Team or other "central" safety staff as appropriate, and from the College or Service staff as appropriate
- Seeking, receiving and acting upon good health and safety advice from the University's Health and Safety Team or from College or Service safety personnel
- To Chair and provide appropriate representation at Discipline, College or Service Safety Committee meetings in accordance with the University Health and Safety Policy
- To be advised of the findings from monitoring activities relating to the application of the Discipline or Service Health and Safety Policy within their section

- Co-operating fully with Health and Safety Team staff in carrying out the University's incident reporting, central inspection, monitoring, and auditing arrangements as that will affect the College or Service, those will include taking proactive measures to ensure any actions are carried out and completed

2.3 Academic Supervisors (Research and Teaching) and Line Managers

Academic and supervisory staff are responsible for conducting their activities, and those activities over which they have control, in a safe manner and in accordance with the University's Health and Safety Policy, Codes of Practice, Safety Standards and Guidance. They must co-operate with the Head of Discipline or Service so that responsibilities at that level can be discharged.

2.3.1 Academic Supervisors (Research and Teaching) and Line Managers

Academic and supervisors staff are responsible for the safe conduct of work they directly or indirectly carry out within their work area. In general this involves ensuring that University, Discipline or Service arrangements for compliance with the University's Health and Safety Policy and Safety Standards are implemented thereby assisting the Head of Discipline or Service in the discharge of their responsibilities. The following indicates the main issues which need to be considered:

- The risks associated with the introduction of new and existing equipment or techniques into the work area are risk assessed and all appropriate controls are provided before the work commences
- Risk assessments have been carried out for all hazardous activities within the work area for which they have responsibility and that they are available, current and are made available to all users
- Written procedures are available, current and are made available to all users for all hazardous activities
- Appropriate internal and external safety training is made available to those who need it and that this is provided and it is recorded
- To ensure that research and undergraduate students are supervised to an extent appropriate to their knowledge and experience specifically that each research student is provided with information, instruction and training that identifies the hazards associated with their project and records are kept and that competence is gained
- To ensure that hazardous substances are only purchased in the full knowledge of the hazards involved and that the appropriate controls are available to manage them
- To co-operate with the implementation of Discipline, Service and University's arrangements for monitoring the health and safety performance
- To ensure that incidents, ill-health and dangerous situations are reported to the University's Health and Safety Team and cooperate with any investigations in accordance with University procedures
- To ensure that in the event of a serious incident the area is cordoned off and is left undisturbed to all except those making the situation safe until the University Health and Safety Team have had the opportunity to carry out further investigations

- To ensure that on completion of a research project those involved have left the area in a safe and tidy condition and that all surplus or waste materials have been properly removed or disposed of. (i.e. signing off procedure)
- To receive advice from the University's Health and Safety Team as and when required
- Co-operating fully with Health and Safety Team staff in carrying out the University's central inspection, monitoring, and auditing arrangements that affect the College or Service, those will include taking proactive measures to ensure any actions are carried out and completed