

University Health & Safety Arrangements: Chapter 5



Safety Services

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 the Directorate of Compliance & Risk in Professional Services and includes the Radiation Safety Unit (RSU)

Safety Services

2. The team is managed by the Head of Safety Services and includes the Head of the Radiation Safety Unit and Radiation Technical Advisors, University Safety Co-ordinators, the University's Biological Safety Adviser, the First Aid Administrator 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) Provision of secretariat and other support for University Safety Advisory Groups and Governance Committees
 - d) 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

- e) To advise the University about the implications of proposed or new legislative requirements or enforcement agency policies and arrangements
- f) To maintain a database of all reported accidents, incidents and near misses, together with appropriate documentation about their investigation
- g) To liaise with the Health & Safety Executive and other relevant health & safety enforcement agencies
- h) To make (or co-ordinate) all statutory notifications and returns including those required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, on behalf of the University
- i) To draft and submit for approval policies and procedures that apply across the University
- j) To support health & safety training and the development of new training materials
- k) To co-ordinate the University's programme of fire evacuation practices
- l) 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
- m) To communicate with and assist Faculty/Directorate, School and other local safety advisors
- n) To research or otherwise investigate aspects of health & safety that are new or unfamiliar
- o) To liaise with external bodies with an interest in health and safety management, including the University's insurers and sector-specific professional groups.

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