Lead by example with an open door policy on health and safety and:
- sign your local Health and Safety Policy Statement.
- Meet regularly with your Health and Safety Manager.
- Chair your School/Service Health and Safety Committee.
- Invite TU safety reps to Health and Safety Committees, inspections etc.
- Promote health and safety campaigns and consultations to your staff and students.

Check that:
- your school/service health and safety Risk Register is up-to-date.
- Your school/service health and safety plans and objectives are updated and resourced.
- Your line managers, academic leaders and academic tutors are making their staff, students, agency/visiting staff and locally appointed contractors aware of local rules, risk assessments and control measures.
- Health and safety responsibilities are included in school/service agreements (e.g. SLAs, shared space, joint external projects, newbuilds and refurbs).
- You take action when informed of health and safety problems, and escalate any unresolved issues to your UEG member.

Be aware of how health and safety is being managed locally, and:
- get involved in walkarounds, audits and inspections with your Health and Safety Manager.
- Review your school/service health and safety data (including training) and produce an annual report (see the Monitoring Protocol for details).
- Check your managers are discussing and providing necessary health and safety training, induction and supervision for their staff (SRDS) and students.
- Keep up-to-date with your own training (both online and in person).

Ask your Health and Safety Manager for customised support, advice, training and guidance - or contact Health and Safety Services on x34201 (0113) 34 34201 or safety@leeds.ac.uk. You can't delegate your health and safety responsibilities but you can delegate the management actions to carry them out.

For full details see your own faculty/service local rules, as well as the Health and Safety Policy and the Health and Safety Protocols at www.leeds.ac.uk/safety
Heads of School/Service

Heads of School/Service (HoSS) ensure compliance, implementation and monitoring of the University's health and safety management system and local arrangements.

On a day-to-day basis you may delegate the management, detailed planning and implementation of health and safety at a local level to Line Managers, Academic Leaders or Academic Tutors.

As well as your own responsibilities as a HoSS, you will also have the responsibilities of any other roles you hold (e.g. as a member of staff, line manager, academic tutor or academic leader).

For full details of the responsibilities of all the roles see the Health and Safety Policy at http://wsh.leeds.ac.uk/policy

What is the University responsible for?
The University is responsible for the health and safety of our staff, students, visitors and anyone else who may be affected by our activities. We do this by managing risk and continuing to work in partnership with the recognised campus trade unions.

For more help and guidance contact Health and Safety Services at:
www.leeds.ac.uk/safety
0113 343 34201 (x34201)
safety@leeds.ac.uk