What can I do to help me meet my health and safety responsibilities?

Line Managers, Academic Leaders and Academic Tutors

**Engagement**

We all need to work together to support a positive health and safety culture, so:

- lead by example, be visibly committed and deal with any health and safety issues raised, escalating as required.
- Check that people within your control* who need extra help, know how to talk to (e.g. to arrange health referrals, personal risk assessments).
- Promote health and safety campaigns and encourage staff to respond to consultations.

**Risk Management**

Promote the risk assessment process and:

- check risk assessments are complete, recorded, approved and reviewed by a competent person (and include any notified health issues for staff).
- Check that people within your control* are aware of hazards and are following the local rules and control measures (and that these work).
- Make sure people within your control have the resources to manage health and safety and that health and safety costs are included in your bids/grant applications.
- Remind people to report accidents, near misses and incidents; address any actions that come out of related investigations.

**Training & Awareness**

Check that:

- your staff and students/ people within your control* are trained and competent for their role or activity - or that they are supervised - and records are kept of this.
- Your staff are released to attend identified health and safety training sessions.
- Your staff and students’ health and safety training needs are identified (e.g. in SRDS or tutorials) and met.
- You are taking part in inspections, audits and walkarounds: carry out any identified actions from these.
- your own training (both online and in person) is up to date.

**Within the University structure, the terms ‘line manager, academic leader and academic tutor’ cover a wide range of roles - but the health and safety responsibilities stay the same. The way you meet your responsibilities may change, however: i.e. you may carry out the actions yourself or rely on others to carry them out and tell you they’ve completed them. This will depend on the degree of your authority and your control over budgets / people in the University structure.**

* ‘People within your control’ can include staff, visiting staff, students, research students doing paid work, locally appointed contractors and people under your control working in external organisations etc.*
Line Managers, Academic Tutors and Academic Leaders
For health and safety purposes at the University, these terms mean:

- **Line Manager** – a person who manages or controls staff, agency workers, contractors under their control or visiting researchers in a faculty or service.

- **Academic Leader** – a person who manages, guides or controls research or teaching in a faculty, or who controls a research budget (e.g. for purchasing equipment), or who directs and influences strategy or provides authorisation for research/teaching activities in a faculty.

- **Academic Tutor** – a person who is in charge of or supervises one or more taught, research or PhD students, on behalf of the University at any given time. This term is not location-specific and includes all elements of a teaching or research programme.

You may hold one or more of these roles at the same time. If you’re unsure speak to your HoSS, UEG member or email safety@leeds.ac.uk

As well as these responsibilities, you will also have the responsibilities of any other roles you hold (e.g. as a staff member, Head of School/Service, UEG member).

For full details of the responsibilities of all the roles see the Health and Safety Policy at [http://wsh.leeds.ac.uk/policy](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](http://www.leeds.ac.uk/safety)
0113 343 34201 (x34201)
safety@leeds.ac.uk