

Health and Safety:

Heads of School/ Service

you+me
Managing risk together



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 others (e.g. academic leaders, line managers 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, academic leader, line manager, or academic tutor).

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

For more help and guidance contact Health and Safety Services at:
safety@leeds.ac.uk
0113 343 4201 (x34201)
www.leeds.ac.uk/safety

What should I do to help me meet my *health and safety* responsibilities: Heads of School/ Service

ENGAGEMENT

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.
- Promote health and safety campaigns and consultations to your staff and students.

RISK MANAGEMENT

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 academic leaders, line managers, 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 refurbis).
- You take action when informed of health and safety problems, and escalate any unresolved issues to your UEG member.

TRAINING & AWARENESS

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 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 **wsh.leeds.ac.uk/policy**

Health and Safety Services

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