

Health and Safety:

Academic Leaders/
Line Managers/
Academic Tutors

you+me
Managing risk together



ACADEMIC LEADERS LINE MANAGERS, AND ACADEMIC TUTORS

For health and safety purposes at the University, these terms mean:

- **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.
- **Line Manager** – a person who manages or controls staff, agency workers, contractors under their control or visiting researchers in a faculty or service.
- **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 Head of School/ Service (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, HoSS or UEG member).

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: Academic Leaders, Line Managers 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 who 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

Make sure:

- 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 attend inspections, audits and walkarounds, and follow up relevant actions.
- 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.

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