

Health and Safety:

Members of the
University Executive
Group (UEG):

you+me
Managing risk together



MEMBERS OF THE UNIVERSITY EXECUTIVE GROUP (UEG):

UEG members define a clear management structure to 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 school/ service level to Heads of School/ Service (HoSS).

As well as your own responsibilities as a UEG member, 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).

For more about UEG see:
[http://www.leeds.ac.uk/secretariat/
other_committees.html#ueg](http://www.leeds.ac.uk/secretariat/other_committees.html#ueg)

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: Members of UEG

ENGAGEMENT

Lead by example with an open door policy on health and safety and:

- Meet regularly with your Health and Safety Manager.
- Chair your Faculty/ Service Health and Safety Committee (or attend if it's chaired by another UEG member).
- Sign your local Health and Safety Policy Statement.
- Take action when informed of health and safety problems.

RISK MANAGEMENT

Discuss health and safety with your senior managers and:

- Review your Health and Safety Risk Register and understand your faculty/ service risk profile.
- Check that your staff are clear on their health and safety responsibilities (including for partnerships) and how to achieve them.
- Include and resource health and safety needs when setting plans and objectives.

TRAINING AND AWARENESS

Be aware of what is happening in your faculty/ service and:

- Check that your Heads of School/ Service are confident that staff induction, training and supervision needs are being achieved.
- Keep up-to-date with your own training (both online and in person).
- Get involved in walkarounds, inspections, audits etc. with your Health and Safety Manager.
- Receive school/ service health and safety reports (including emergency plans) and review them with your Health and Safety Manager.



Health and Safety Services

E: safety@leeds.ac.uk

T: 0113 343 4201 (x34201)

W: www.leeds.ac.uk/safety

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 action to carry them out. For full details see your own faculty/ service local rules, as well as the Health and Safety Policy and Protocols at www.leeds.ac.uk/safety