



The role of Health and Safety Coordinator

This is a valuable part-time role nominated or appointed by some UEG members or Heads of School/ Service; where in place the role is managed locally in the school or service. The key point of the role is to work closely with and support the Health and Safety Services team with the day-to-day implementation of health and safety.

Each Health and Safety Co-ordinator role is different depending on the needs of the area and the time allotted to the role. The appropriate Health and Safety Manager (and the faculty/ service Health and Safety Plan) will give direction in terms of health and safety.

Example tasks

A few examples of the kind of tasks Health and Safety Coordinators might be asked to do include the following (please note this isn't a job description!):

- be a point of contact for local queries;
- help Health and Safety Services to put control measures and risk assessments into practice locally;
- provide a two-way channel to escalate any issues and share information (e.g. on new campaigns, Health and Safety Protocols and the Vice-Chancellor's Awards for Health and Safety scheme,) between people in the local area and the Health and Safety Manager/ Health and Safety Officer;
- encourage colleagues to take part in consultations to make sure that new/ updated Health and Safety Protocols meet people's needs;
- take part in inspections and monitoring;
- support inductions;
- encourage - and where possible, monitor - staff uptake of training (e.g. for the University's online training module Britsafe);
- help with risk assessments (including where appropriate, supporting the use of the University's online risk assessment package, RIVO);
- be a key contact for reporting accidents and incidents using the University's online accident reporting package, Sentinel. Tell the Health and Safety Manager about any serious incidents asap;
- attend/ have a role in the local Health and Safety Committee - see the Health and Safety Committee Protocol at: http://wsh.leeds.ac.uk/info/138/health_and_safety_committees/211/introduction.

Training

- Keep up-to-date with the online training requirements in fire safety, DSE and manual handling - <https://leedsuni.britsafelearning.com/login/index.php>

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- A training programme for Health and Safety Coordinators is provided – see http://wsh.leeds.ac.uk/info/76/training_courses/225/training_for_h_and_s_co-ordinators and take advice from the Health and Safety Manager on which courses to attend.

Advice and guidance

- Key members of Health and Safety Services (Senior Health and Safety Managers, Health and Safety Managers and Health and Safety Officers) are all available to provide professional advice, guidance and support.

Further Information

- Sign up for the Wellbeing, Safety and Health e-newsletter which goes out at the beginning of each month to Health and Safety Coordinators and others interested in health and safety. To receive this contact o.m.cohen@leeds.ac.uk
- Join the Health and Safety Network and come along to the bi-monthly meetings. The Health and Safety Network is an informal peer support group of Health and Safety Coordinators, people with a health and safety role or those with an interest in health and safety, coordinated by Health and Safety Services. To book onto the Network meetings contact Katy Hargreaves on k.m.hargreaves@leeds.ac.uk