

Health, Safety & Environmental Management

Structure and Responsibilities

These requirements replace all previous versions given in Staff Handbooks

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Structure and Responsibilities

1 Council

- 1.1 As the legal employer the University, Council has, and retains, ultimate legal responsibility for the health and safety of staff, students and other people affected by the University's activities. The University Council is advised in these matters by the University Health, Safety and Environment Committee, which is a joint Committee of Senate and Council.
- 1.2 The Council delegates certain duties to senior officers of the University who have a responsibility to ensure that these are carried out. In giving responsibility for the management of resources to senior staff, the University Council thereby also delegates a responsibility to consider the health, safety and environmental implications of management decisions taken. In particular, those in senior positions are expected to exercise sufficient managerial oversight to satisfy themselves that due regard is taken of the requirements of the University H.S&E Policy within the parts of the University that operate under their control.

2 Senate

- 2.1 Academic authority of the University. Subject to provisions of the Charter and Ordinances of the University, shall be responsible to Council for the academic functions of the University in teaching and research and for the superintendence of the students.
- 2.2 Receives reports from the University Health, Safety and Environment Committee.

3 Vice Chancellor

- 3.1 The Vice Chancellor has overall responsibility for health and safety matters in the University.
- 3.2 Shall ensure that the AU Health, Safety and Environmental policy is in place and extends to all who may be involved in or affected by the institution's activities.

4 Registrar & Secretary

- 4.1 The Registrar & Secretary, as Senior Officer responsible for University Administration, shall ensure implementation and management of the University's Health, Safety and Environmental Policy.

5 Heads of Departments and other Units (HoDs)

- 5.1 The HoD shall take responsibility for managing health and safety in their Department or Unit. The HoD must ensure the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety of all employees, students and others who may be affected by the

Department's activities, in accordance with sections 2 and 3 of the Health and Safety at Work Act, 1974 (as amended).

- 5.2 The HoD is responsible for the implementation of AU policy within their Department or Unit and is responsible for the management of resources devolved from the University, (including a duty for their safe application) and will take the lead in driving the health, safety and environmental programme within their area of responsibility. In order to undertake these requirements, the HoD can delegate tasks to appropriate members of staff, but the *managerial responsibility* for health and safety cannot be delegated. The HoD should, therefore, put his/her efforts into setting up management systems which deal with the fine detail and thus ensure that health, safety and environmental matters are under control.

Specifically, HoDs:

- 5.3 Shall be responsible for preparing and publicising written H.S&E statements within their departments. This Policy and the Departmental Statement must be made readily accessible to all staff;
- 5.4 Shall establish local consultative health and safety committees or, in low risk departments, place health and safety as a standing item on the agenda of the departmental management committee; in either case shall encourage and consult with safety representatives;
- 5.5 Shall appoint suitable members of staff to all the Building Safety and Evacuation Groups in premises where the department has a significant presence;
- 5.6 Shall ensure Fire Marshals are appointed where deemed necessary in the Building Evacuation Plan;
- 5.7 Shall ensure the introduction and maintenance of measures designed to identify, assess, monitor and control risks (to include controls when introducing new machinery, plant & equipment, substances or processes; and for examining health, safety and environmental aspects before a new project is commenced);
- 5.8 Shall formally delegate the tasks (and the associated record keeping aspects) of departmental H.S.&E posts to appropriate members of the departmental staff (if no such appointments are made, the HoD retains full operational responsibility for these tasks);
- 5.9 Shall allocate the necessary time and resources to H.S.&E staff appointed within the department.
- 5.10 Shall adopt advice from the AU Health, Safety and Environment Office and from departmental health and safety staff as appropriate;
- 5.11 Shall ensure that all departmental equipment and facilities are maintained to an appropriately safe standard, including that which is subject to Statutory Inspection (e.g. pressure vessels, pressure systems, autoclaves, lifting tackle and equipment, gas installations and equipment etc) is inspected and appropriate records maintained (maintenance of the fabric and plant of the University Estate is the responsibility of the Director of Estates);

- 5.12 Shall ensure that all departmental works that may affect the fabric, plant or services of the premises are only undertaken in full consultation with the Estates Department, who shall ensure that any Contractors engaged to undertake such works are on the Approved List of Contractors maintained by the Estates Department, and are subject to the AU Rules for Contractors;
- 5.13 Shall devise and implement phased order of priority action plans for expenditure of finance or effort to solve problems which cannot be resolved at one particular time;
- 5.14 Shall actively monitor H.S.&E performance within their department (which shall be achieved in part by ensuring that a safety audit and inspection of all areas occupied by their respective departments are carried out at least once a year, or at different frequencies if risk assessment so indicates) and report this performance and plans for future improvement to Council by means of the annual AU H.S.&E Letter of Representation;
- 5.15 Shall set objectives and targets for improved H.S.&E performance within their areas of responsibility in line with AU objectives for continual improvement;
- 5.16 Shall ensure the proper supervision of students, including making appropriate safety arrangements before a student embarks on fieldwork, or is sent on placement to any other institution or place of employment;
- 5.17 Shall ensure that accidents, occupational-related ill health and diseases, environmental incidents and dangerous occurrences are investigated, action taken to prevent recurrence, and that incident reports are completed and submitted promptly;
- 5.18 Shall take personal action - or empower members of the departmental staff to act - to suspend or stop any departmental activity that is dangerous or not carried out within departmental H.S.&E policy;
- 5.19 Shall act effectively when persistent and/or serious breaches of H.S.&E policy are perpetrated by staff or students. AU disciplinary procedures following misconduct or gross misconduct to be invoked.

6 Managers and Supervisors

- 6.1 Should be fully familiar with the University's Health, Safety and Environmental Policy and understand and apply it within all areas of their responsibility;
- 6.2 Shall ensure that their staff and students operate in accordance with the University's Health, Safety and Environmental Policy, together with departmental health and safety policies, procedures and practices, relevant to their work;
- 6.3 Shall ensure that they and their staff are trained in the principles, operations and emergency procedures necessary for health and safety, and act accordingly;
- 6.4 Shall ensure the competence and training of those they manage and supervise as suitable and adequate for the activities and tasks in which they are engaged;
- 6.5 Shall ensure that appropriate risk assessments are carried out and that the resulting safe operating procedures are followed by their staff and/or students;

- 6.6 Shall cooperate with the Departmental Safety Officer in the investigation of any incidents involving staff or students and/or facilities for which they are responsible; devise and implement measures to prevent a recurrence of the incident.
- 6.7 Shall assume the role of Fire Marshal for any centrally-timetabled area in which they are teaching or supervising any other work-related activity.

7 Principal Investigators

- 7.1 Should be fully familiar with the University's Health, Safety and Environmental Policy and understand and apply it within all areas of their responsibility;
- 7.2 Shall consider the health, safety and environmental consequences of their research at the planning and project application stages, and make due provision to eliminate risks to people and the environment associated with their work as far as reasonably practicable;
- 7.3 Shall include (in applications for funding) the costs of any health, safety or environmental requirements that are specifically associated with their work.

8 Director of Estates

- 8.1 Specific responsibilities apply, in addition to those detailed for HoDs:
- 8.2 Shall, so far as is reasonably practicable (including liaison with the AU Health, Safety and Environment Office) ensure that at the design, planning, tendering and construction stages of all works processed through the Estates Department full account is taken of the need for compliance with appropriate health and safety legislation, other statutory requirements or codes of practice and the AU policies on environmental protection and sustainability;
- 8.3 Shall take all reasonable steps to advise HoDs, or their representatives, of any arrangements made by the Estates Department for personnel or contractors to work in buildings or areas under their control. In those instances where access is required to restricted areas (such as radiation laboratories, microbiological containment laboratories, fume hood ducts & outlets etc.) liaison with appropriate departmental staff to ensure safe working conditions is required in all cases prior to the commencement of works;
- 8.4 Shall establish and maintain an Approved List of Contractors who can undertake works on the fabric, plant or services of the University Estate, and who are bound by the AU Rules for Contractors.
- 8.5 Shall, so far as is reasonably practicable, take all steps necessary (based on suitable risk assessments) to ensure that the activities of University personnel and contractors under the control of the Estates Department in or on University premises do not put at risk the health or safety of University employees, students or members of the public;
- 8.6 Shall ensure that any equipment (belonging to the University infrastructure) which is subject to Statutory Inspection (e.g. pressure vessels, pressure systems, lifting tackle and equipment, gas installations and equipment etc) is inspected and appropriate records maintained;

- 8.7 Shall ensure that all physical fire protection measures for the University Estate are installed, tested and maintained in accordance with appropriate health and safety legislation, other statutory requirements, codes of practice, standards and outcomes from fire risk assessments;
- 8.8 Shall ensure that all AU water systems are maintained in accordance with legislation and codes of practice to control the growth and spread of Legionella bacteria;
- 8.9 Shall ensure that, so far as is reasonably practicable, the fabric, plant and services of the University Estate is maintained so that it is in a safe condition;
- 8.10 Shall introduce energy saving and waste reduction measures to the University Estate during project planning and maintenance operations wherever reasonably practicable.

9 Director of Finance

- 9.1 Specific responsibilities apply, in addition to those detailed for HoDs:
- 9.2 Shall ensure compliance with University sustainability policy on central sourcing of goods and services;
- 9.3 Shall provide data on health, safety and environmental-related financial losses to the University Health, Safety and Environment Committee via the Health, Safety and Environmental Advisor.

10 Director of Human Resources

- 10.1 Specific responsibilities apply, in addition to those detailed for HoDs:
- 10.2 Shall ensure compliance with employment law in relation to health, safety and welfare matters.
- 10.3 Shall provide data on staff absences due to occupational health and safety issues to the University Health, Safety and Environment Committee via the Health, Safety and Environmental Advisor.

11 Director of Information Services

- 11.1 Specific responsibilities apply, in addition to those detailed for HoDs:
- 11.2 Shall ensure that all IT equipment, media and facilities provided for the University through Information Services complies with health and safety legislation and codes of practice, and includes energy-saving measures wherever reasonably practicable;
- 11.3 Shall ensure that appropriate arrangements are made for compliance with waste and recycling legislation for all equipment assembled or manufactured by Information Services;

11.4 Shall ensure appropriate provision is made for the personal safety of users in public workstation rooms in liaison with the Estates Department;

12 Director of Residential and Hospitality Services

12.1 Specific responsibilities apply, in addition to those detailed for HoDs:

12.2 Shall ensure that the specific risks associated with residential accommodation are assessed and managed in accordance with relevant legislation and codes of practice, including the provision of safe equipment and facilities together with instruction and training in their use by residents where needed;

12.3 Shall ensure that all catering operations are assessed and managed in accordance with relevant hygiene legislation and codes of practice;

12.4 Shall liaise with the Regulatory Authorities on all aspects of licensing and other controls relevant to catering operations managed by the department;

13 Health, Safety and Environmental Advisor

13.1 In accordance with the Management of Health and Safety at Work Regulations 1999, the University has appointed a University Health, Safety and Environmental Advisor to provide advice on all aspects of safety within the University.

The University Health, Safety and Environmental Advisor:

13.2 Shall provide professional advice to the University on matters of safety & environmental management and, in particular, advise the Vice Chancellor and the Registrar & Secretary directly, and the University Senate and Council through the University Health, Safety and Environment Committee on the formulation of H.S&E policy;

13.3 Shall verify that decisions taken by the University in relation to H.S&E are implemented;

13.4 Shall verify that the University complies with relevant health, safety and environmental legislation, codes of practice and other relevant standards;

13.5 Shall liaise with Departmental and Specialist Safety Officers, and members of the University H.S&E Committee, Departmental Safety Committees and Building Safety and Evacuation Groups regarding the implementation of University H.S&E policy;

13.6 Shall liaise with officers in charge of the design and construction of new buildings and the modification of existing buildings on matters affecting health, safety and environment;

13.7 Shall oversee and coordinate the provision of central health and safety training;

13.8 Shall ensure that first aid provision is in accordance with legislation;

13.9 Shall undertake, or assist with, periodic inspections of University Departments and other Units;

- 13.10 Shall monitor the effectiveness of Departmental Self-Inspections;
- 13.11 Shall audit Departmental health, safety and environmental arrangements;
- 13.12 Shall compile incident data and cooperate with officers responsible for insurance and related matters;
- 13.13 Shall liaise with University Radiation Protection Supervisors, and coordinate AU licensing arrangements and dosimetry records;
- 13.14 Shall liaise with the relevant various inspectorates and agencies, and coordinate their visits and inspections;
- 13.15 Shall be responsible for reporting to the Health and Safety Executive as required by the Reporting of Incidents and Dangerous Occurrences Regulations 1996;
- 13.16 Shall follow a programme of continued professional development so that the standard of professional expertise is sustained

14 Departmental Safety Officers (DSO)

Where a DSO is appointed by the HoD, duties are to be determined locally and will likely include:

The Departmental Safety Officer:

- 14.1 Shall be fully familiar with the University's H.S&E Policy and their department's health and safety statement;
- 14.2 Shall advise and assist the HoD on revisions to the departmental H.S&E statement.
- 14.3 Shall ensure that health and safety reports and information from the HS&E Office are disseminated to appropriate members of staff or students within the Department.
- 14.4 Shall carry out or arrange safety inspections in their respective departments.
- 14.5 Shall monitor incidents and near misses in the department and ensure that they are reported and investigated. Report to the HoD any measures identified in association with local managers / supervisors which could prevent a recurrence of an incident.
- 14.6 Shall advise the HoD and other members of the Department on all matters relating to health and safety (in collaboration with other specialist safety officers where appropriate).
- 14.7 Shall monitor that all significant hazards within the Department have been subjected to a suitable and sufficient risk assessment (including experimental work) by those responsible and that the significant findings of the assessment have been recorded and acted upon;
- 14.8 Shall refer promptly to the HoD and the AU Health, Safety and Environmental Advisor, any H.S&E problems which cannot be resolved locally on a timescale commensurate with the risk;

- 14.9 Shall act appropriately with the delegated authority of the HoD;
- 14.10 Shall attend and report to, meetings of the Departmental Health and Safety Committee, or other relevant departmental body;
- 14.11 Shall inform the HoD of any problems with staff or students who seriously or persistently infringe health, safety and environmental policy;
- 14.12 Shall participate in the induction training of new members of staff;
- 14.13 Shall monitor (in Academic Departments) that safety instruction is given for new undergraduates, final year undergraduates starting projects and new postgraduates;
- 14.14 Shall monitor that plant, equipment and processes within the Department are being maintained as required by any relevant statutory provision and to monitor that appropriate records are being kept;
- 14.15 Shall monitor that a high standard of housekeeping is maintained within the Department;
- 14.16 Shall monitor that suitable and sufficient personal protective equipment is available and used within the Department;
- 14.17 Shall ensure that the contents of departmental first aid boxes are inspected and maintained;
- 14.18 Shall ensure that the departmental safety notice board/s are updated as appropriate;
- 14.19 Shall liaise with the AU Health, Safety and Environmental Advisor.

15 Radiation Protection Advisor

- 15.1 Shall provide advice to the University as required by the Ionising Radiations Regulations, 1999; *(Currently, this service is provided by a consultancy organisation)*

16 Radiation Protection Supervisors

- 16.1 Shall fulfil the role of RPS as defined by the Ionising Radiations Regulations, 1999, for those Departments where ionising radiations are licensed for use;
- 16.2 Shall be appointed by and report directly to the Head of Department for this function;
- 16.3 Shall liaise with the AU Health, Safety and Environmental Advisor.

17 AU Employees

- 17.1 Shall make themselves familiar with the AU Health, Safety and Environmental Policy, departmental H.S.E. statements, codes of practice, guidance notes and procedures of the University (and the departments in which they are employed) and be fully familiar with those that directly affect their particular activities;

- 17.2 Shall at all times make full use of appropriate protective clothing, safety equipment and devices provided;
- 17.3 Shall report to supervisory staff any incidents, dangerous occurrences or near misses;
- 17.4 Shall report to supervisory staff any instance of occupational ill-health that affects themselves;
- 17.5 Shall report to supervisory staff any unsafe practices, systems of work or conditions they consider may create risks to their own health and safety or damage to equipment and premises;
- 17.6 Shall accept individual responsibility to take all reasonable care for the health and safety of themselves and of any other person who may be affected by their acts or omissions, and to co-operate with the University so far as is necessary to enable it to comply with its legal duties;
- 17.7 Shall not, intentionally or recklessly, alter or remove H.S&E notices, interfere with or misuse equipment or facilities provided by the University in the interests of health, safety or environmental protection;
- 17.8 Shall undertake any health and safety related training, as identified by the University to ensure compliance with this Policy.

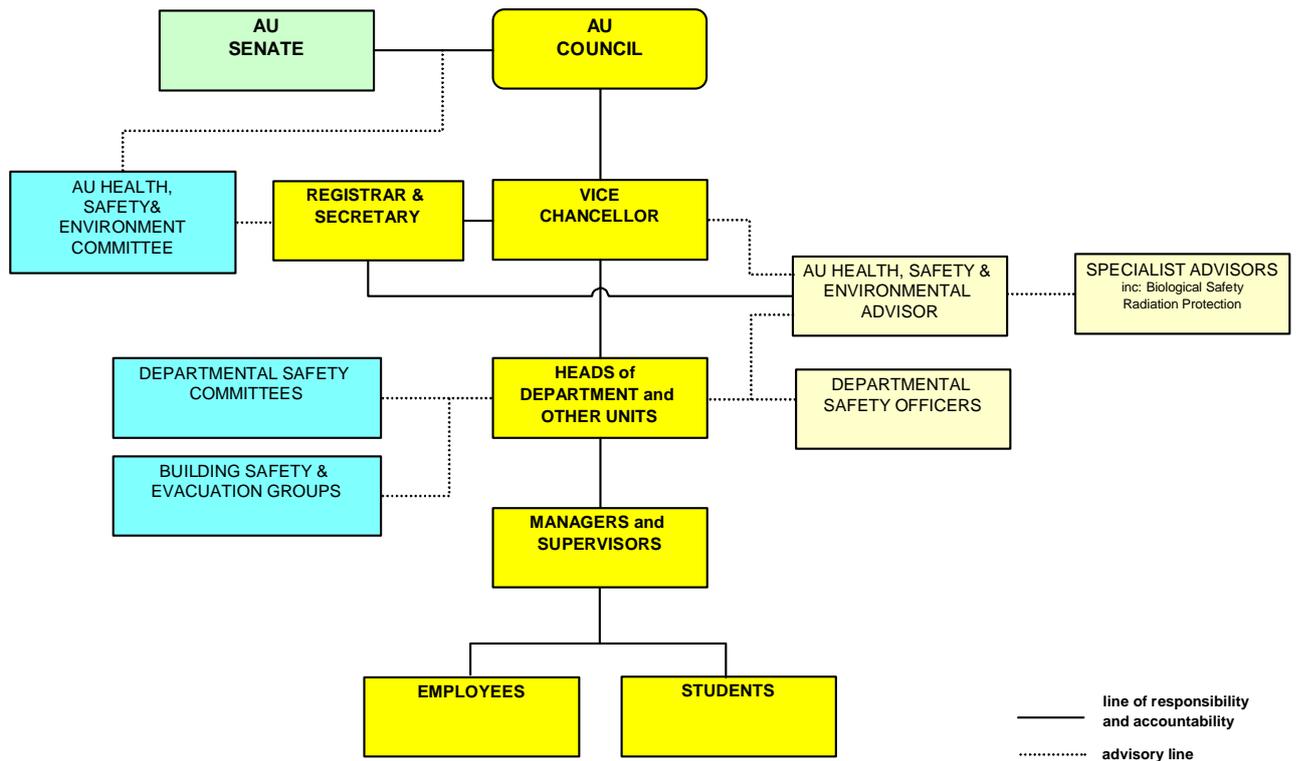
18 AU Students

- 18.1 Shall at all times, whilst they are on University premises or taking part in University activities, follow the AU Health, Safety and Environmental Policy and comply with any health and safety rules and instructions given to them by the University, its Departments, the Students' Union or the Athletic Union;
- 18.2 Shall not, without the consent of the member of staff in charge of the area or activity, introduce any equipment for use on University premises, alter any fixed installations or portable equipment, or otherwise take any action which may create hazards for Members of the University or other persons using the premises;
- 18.3 Shall not, intentionally or recklessly, alter or remove H.S&E notices, interfere with or misuse equipment or facilities provided by the University in the interests of health, safety or environmental protection.

APPENDICES

A1 Management Structure

Aberystwyth University
 Management Structure: Health, Safety & Environment
 April, 2008. version 2.0



A2 AU Health, Safety and Environment Committee

Composition

- A Chairman, who shall be nominated by Council;
- Two representatives of Council;
- Two representatives of Senate;
- Safety Representatives nominated by each and from all recognised Trades Unions within the university;
- Two Student members (one of whom shall be resident in UWA accommodation) nominated by the Guild of Students;
- Up to two co-opted members;

The Chairman shall be empowered to invite other persons to attend meetings to provide expert information and advice.

A Vice-Chairman shall be nominated by and from the Committee membership and shall take the Chair at meetings of the Committee in the absence of the Chairman.

Terms of Reference

1. To advise the university on matters affecting occupational health, safety and the environment, including the formulation and periodic review of the policy statement.
2. To monitor the implementation of the university's safety and environmental policy, and to give guidance to the Safety and Environmental Advisor, as appropriate.
3. To receive regular reports from the Safety and Environmental Advisor, including reports on relevant functions and from committees as appropriate (including Student Support Services; Security; Estates Development; Local Genetic Manipulation Safety).
4. The Committee shall meet at least three times a year.