

### **3. Academic, Administrative and Service Departmental Organization and Arrangements**

All budget holders are responsible for ensuring that any risks to safety and health within their area of responsibility are properly identified and controlled. This responsibility extends beyond the boundaries of the University campus, and includes activities such as field trips and off-campus research.

Heads of Departments, Directors of Research Centres, the Librarian, Heads of Administrative and Service Departments, and Wardens/Masters of Halls/Colleges of Residence (all of which are referred to as "Heads" for the purposes of this document) have significant health and safety responsibilities. Whilst their general safety and health responsibilities are listed under 3.1 their other more specific duties are highlighted in the table at the end of this document. Due to their significant input to safety and health, however, the responsibilities of the Director of the UHS and the Director of Estates have been included under the Central University Organization sections 1.5 and 1.6.

#### **3.1 Heads**

Heads are responsible for:

- (a) preparing and regularly reviewing and updating departmental safety and health policy statements together with departmental codes of practice and disseminating them to all affected staff;
- (b) appointing a suitable number of first-aiders, safety representatives, and fire wardens, appropriate to the size of the department and the risk therein and, where appropriate, a radiation safety representative. Heads must ensure that these individuals are given appropriate training and resources to enable them to perform their tasks and that a written statement of their responsibilities is available;
- (c) establishing and chairing a safety committee to include departmental safety representative(s), technical and non-academic staff and students. Where the size of the department is small or the level or risk is low enough not to merit the establishment of a safety committee, safety and health should be a standing agenda item on the Departmental meetings;
- (d) ensuring that risk assessments are carried out for all the activities under their control and that appropriate action is taken to eliminate or control the risks so identified;
- (e) developing specific codes of safe practice for hazards specific to the department;
- (f) introducing a monitoring system so that an assessment of compliance with Departmental and University policies can be made;

- (g) ensuring that all supervisors are aware of their personal responsibilities to the people under their care and are competent to fulfill them;
- (h) promoting and maintaining effective safety and health practices and standards for the well-being of students, staff and visitors;
- (i) making provision for and arranging for all levels of staff and students to receive adequate and appropriate supervision, instruction and training on safety and health matters;
- (j) ensuring that new staff and students undergo induction training;
- (k) ensuring the workplace is arranged so that work can be carried out safely and without risks to health;
- (l) ensuring hazardous wastes are disposed of in the correct manner;
- (m) investigating accidents, dangerous occurrences and incidents within their department and sending a report to the Safety Office; and
- (n) supplying prompt information to the Registry on employee accidents for the purpose of reporting to the Labour Department.

### **3.2 Supervisory Staff**

- (a) Every staff member (this includes principal investigators and lecturers teaching classes) is responsible for the health and safety of those employees and students under their care. This applies equally to academic and administrative staff as to technical staff.
- (b) Staff cannot delegate out of this responsibility and should endeavour to encourage and foster safe working practices in those over whom they have charge;
- (c) In cases where safety and health guidelines have not been prepared at Departmental or University level, supervisory staff must ensure that a risk assessment has been completed and appropriate provisions made to eliminate or control the risks.

### **3.3 Departmental Safety Representatives**

Each department should appoint at least one safety representative whose responsibilities are to assist the Heads in fulfilling their safety responsibilities and can include:

- (a) informing the Head of Department and the Director of Safety of any special hazards in, or new hazards about to be introduced into, the department/unit;
- (b) ensuring that new members of the department, including students, are informed of the University's health and safety policy, as well as departmental safety and health policy, standards and procedures;

- (c) identifying training needs and conducting activities to stimulate and maintain interest in safety and health amongst personnel in the department;
- (d) ensuring that means exist for all machinery and equipment to be maintained and used in a safe condition;
- (e) ensuring with the assistance of the Director of Safety that first aid, personal protective equipment and safety facilities are provided and properly maintained;
- (f) consulting with the Director of Safety, to promote, plan, and direct a regular programme of safety inspections, and participating in such inspections;
- (g) ensuring that accidents are reported promptly in accordance with University procedures and reporting any case of non-compliance to the Head;
- (h) maintaining liaison with the Director of Safety and the Director of University Health Service; and
- (i) investigating accidents and incidents and recommending accident prevention measures to the Head as and when necessary.

### **3.4 Employees and all Students of the University**

All members of the University community are required to conduct themselves and to perform their duties in a safe manner so as not to endanger themselves or others who may be affected by their activities. They have a duty to cooperate with the University in order to enable the University to comply with legal and policy requirements that relate to their activities and actions in cases of emergency.

Any accident, dangerous occurrence, property damage, or potential hazard should be brought to the attention of the safety representative of the department or the Safety Office.