Leadership and Management of Health and Safety

at the University of Warwick

2023-24
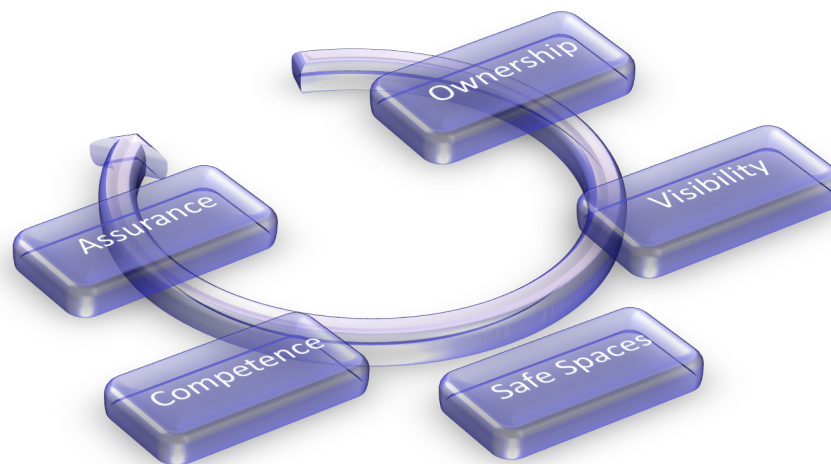
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Leadership and the management of health and safety
at the University of Warwick

Contents
NB: You do not need to read the entire document. After reading the introductory sections, click on the link below which is most relevant to your role to go directly to the appropriate section.

Introduction

Health and Safety accountabilities and responsibilities are outlined within the [University's Health and Safety Policy](#) document. This document complements the Health and Safety Policy, insofar as it provides further information for those with health and safety responsibilities on what **behaviours** are expected of them in relation to their respective roles in order that **commitment** to health and safety can be demonstrated and the **health and safety culture** at Warwick enhanced.

It is recognised that the development of the University's health and safety culture is a long-term initiative, and that some of the accountabilities and responsibilities identified within this document have not previously been articulated in such terms. As such those with accountabilities and responsibilities will require training, support and access to data and tools to meet the expectations placed on them: The Health and Safety Services team is responsible for developing systems so that key individuals are provided with such training, support, data and tools going forward.

This guidance is based on Higher Education sector guidance developed by the Universities Safety and Health Association (USHA) and the Universities and Colleges Employers Association (UCEA), and which is also endorsed by Universities UK. The guidance is aimed at leaders and all tiers of managers in Higher Education and focuses on the behaviours associated with a positive H&S culture and how commitment to H&S can be communicated at institutional, faculty, school or department level. The USHA/UCEA guidance follows a Plan, Do, Check and Review model, which has been developed in approximate alignment with the requirements set out in the Health and Safety Executive's document 'Leading Health and Safety at Work (INDG 417), which follows a similar Plan, Do, Check, Act approach.

An organisational culture can be defined as a collection of shared attitudes, beliefs, and ways of behaving. Those organisations with good health and safety cultures embed health and safety as a core value. There is a shared understanding of the risks and a positive attitude to managing health and safety. Key components of a good H&S culture include:

- visible commitment by top management;
- recognition of the fact that everyone has a role to play;
- provision of high-quality health and safety training.

An essential element of a good health and safety culture is a clearly defined health and safety management system, which would include an institutional commitment to the following elements:

- provision of working conditions which help prevent work related injury and ill-health;
- a shared understanding of the health and safety risk profile of the institution;
- clearly defined responsibilities and accountabilities for all staff;
- effective communication and consultation, and active participation by all staff, staff representatives and students, on health and safety matters;
- development of health and safety competency across the institution;
- allocation of sufficient resources for the management of health and safety;
- a meaningful set of health and safety performance measures;
- the ability to review the working of the health and safety management system and learn from experiences, whether they be positive or negative.

This document is structured in separate sections, and you do not need to read the entire document. After reading these introductory sections, click on the relevant link on the contents page above which is most relevant to your role to go directly to the appropriate section.

The core principle of good health and safety management, as advocated by the Health and Safety Executive (HSE), is that those who create a risk are accountable for ensuring the risk is controlled to an acceptable level. This principle is at the heart of what this document is trying to achieve, and it is not reasonable to assume that others will control a risk which you, or your team, have created. Where there is any ambiguity regarding accountabilities and delegated responsibilities, senior leaders must ensure that such accountabilities and responsibilities are agreed and documented locally.

Health and safety professionals are best placed to advise on the general architecture of the system and assist with its implementation.

Health and Safety Training

Health and Safety Training is a key aspect of health and safety management, and certain training modules are mandatory.

Mandatory e-learning (Moodle) modules for all members of staff (including postgraduate research students) at induction and every three years thereafter:

1. Health and Safety Induction
2. Display Screen Equipment (for those who work on computers)
3. Fire Safety Training

Additional e-learning (Moodle) modules which are strongly recommended for identified supervisors/managers* at induction and every three years thereafter:

4. Risk Assessment Training
5. Accident Investigation Training (including SHE/Evotix training)

*Those supervisors and managers who should complete these modules would be identified through training needs analysis within their respective department.

Additional face-to-face (F2F) training, which is strongly recommended for all Senior Officers, Directors, Heads of Departments, Senior Administrators and Technical Managers, and which should be updated every three years:

6. H&S Legal Update Training - one hour face to face training

This legal update training is best delivered collectively to departmental Executive/Senior Leadership Teams (or equivalent) and can be arranged through Health and Safety Officers or Health and Safety Advisers.
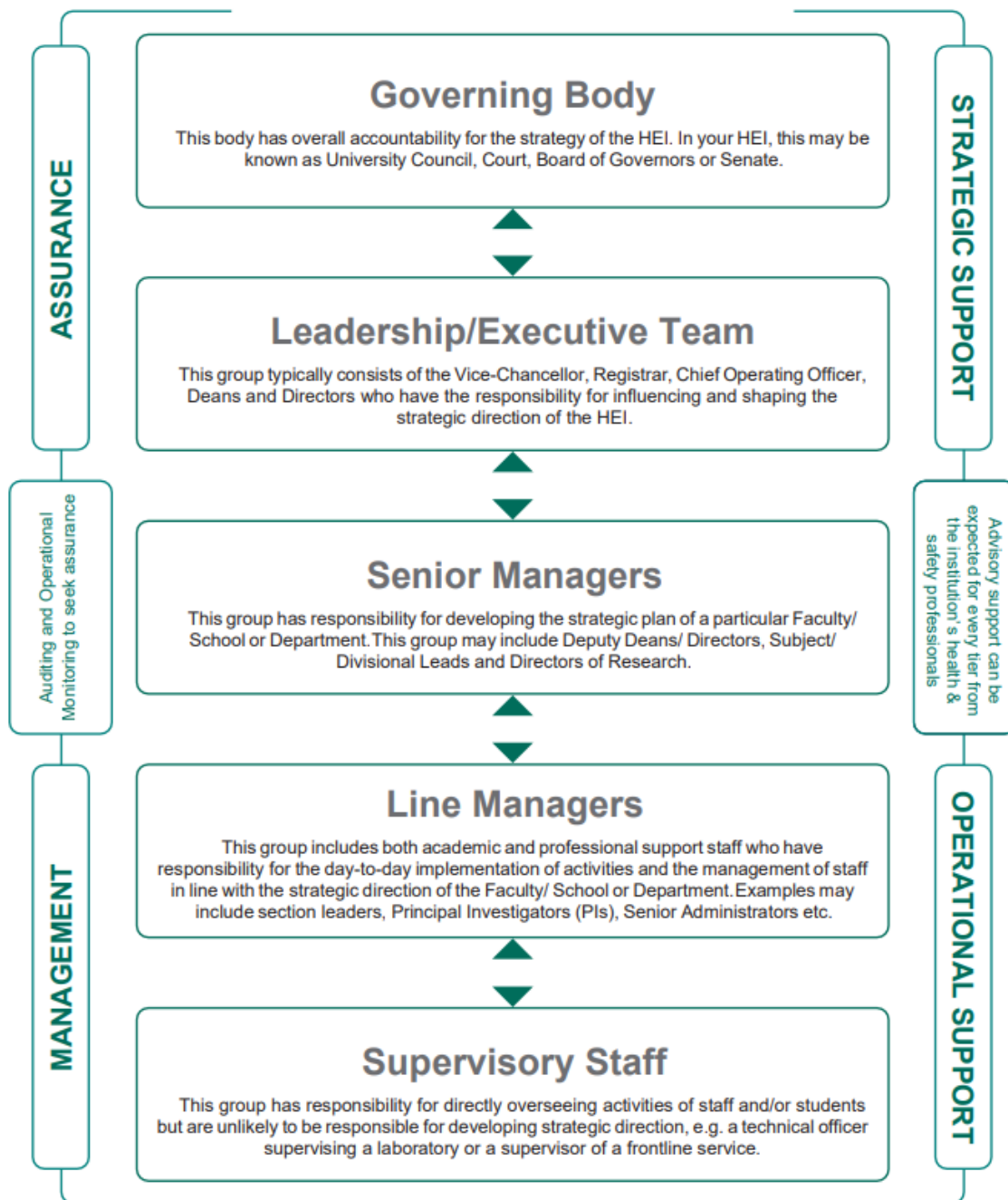
All other face to face and Moodle health and safety training sessions are role specific and the need for such training should be identified through training needs analyses carried out against role types or specific roles within respective departments. It is therefore important that senior leaders within departments ensure that a Health and Safety Training Needs Analysis is completed for all staff within their department. The full list of training courses provided through the Health and Safety Services team, including those shown above, are listed at:

https://warwick.ac.uk/services/healthsafetywellbeing/training/

Various departments will also have their own local training requirements and provision in place, and the above courses complement rather than replace existing local arrangements.

Although records of e-learning completion are maintained within Moodle, departments must retain local records of completion of both e-learning and face to face training courses by their own staff members (who must also retain their own training records).

Summary of Sector Guidance on H&S Leadership Roles

ASSURANCE

STRATEGIC SUPPORT

Governing Body
This body has overall accountability for the strategy of the HEI. In your HEI, this may be known as University Council, Court, Board of Governors or Senate.

Leadership/Executive Team
This group typically consists of the Vice-Chancellor, Registrar, Chief Operating Officer, Deans and Directors who have the responsibility for influencing and shaping the strategic direction of the HEI.

Auditing and Operational Monitoring to seek assurance

Advisory support can be expected for every tier from the institution's health & safety professionals

Senior Managers
This group has responsibility for developing the strategic plan of a particular Faculty/ School or Department. This group may include Deputy Deans/ Directors, Subject/ Divisional Leads and Directors of Research.

Line Managers
This group includes both academic and professional support staff who have responsibility for the day-to-day implementation of activities and the management of staff in line with the strategic direction of the Faculty/ School or Department. Examples may include section leaders, Principal Investigators (PIs), Senior Administrators etc.

MANAGEMENT

OPERATIONAL SUPPORT

Supervisory Staff
This group has responsibility for directly overseeing activities of staff and/or students but are unlikely to be responsible for developing strategic direction, e.g. a technical officer supervising a laboratory or a supervisor of a frontline service.

Source: Leadership and Management of Health and Safety in Higher Education Institutions (published September 2015 and updated in 2023), developed in partnership with the Universities and Colleges Employers Association (UCEA).

University of Warwick Organisation for Safety (taken from the University Health and Safety Policy)
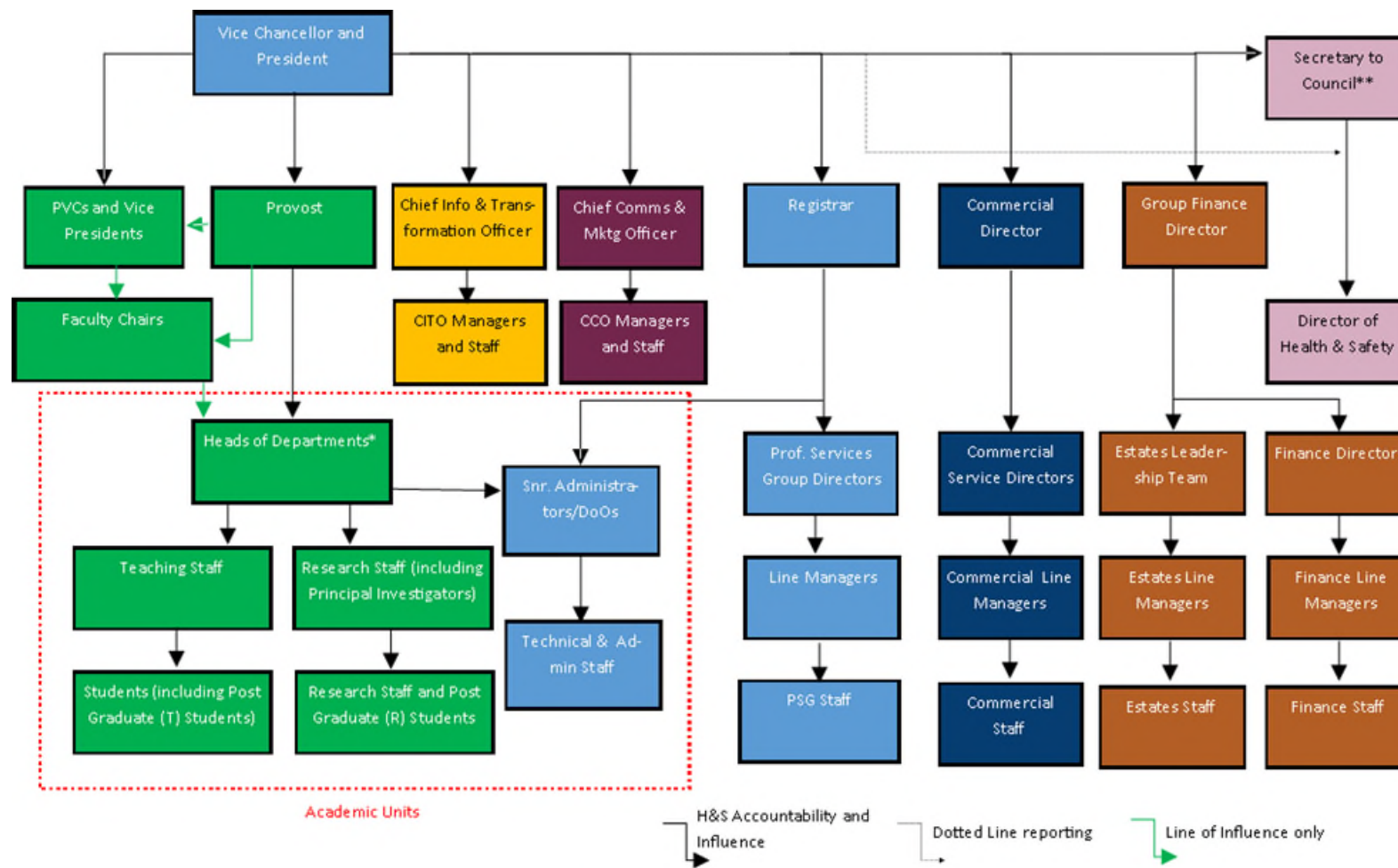
1. Governing Body

The Council is the University of Warwick's Governing Body, and the Audit and Risk Committee, which is Chaired by a Council Member and attended by several Council Members and University Executive Board members, acts on behalf of Council in relation to health and safety matters. Audit and Risk Committee members should:

Plan
- Review the University's Health and Safety Policy on a regular basis.
- Review the University's corporate health and safety objectives on a regular basis.
- Be aware of significant health and safety risks faced by the University.
- Consider the health and safety implications of strategic decisions such as large projects.
- Ensure that emergency planning arrangements are kept up to date.

Do
Seek assurances that:

- Health and safety arrangements are adequately resourced;
- Risk control measures are in place and are acted on;
- There is an effective process to identify training and competency needs in keeping with health and safety accountabilities and responsibilities;
- There is a process to review emergency and fire evacuation plans for effectiveness;
- There is a process for auditing health and safety performance;
- There is a forum, such as a separate risk management or health and safety committee, chaired by a member of the leadership /executive team to oversee health and safety;
- Staff at all levels have access to competent health and safety advice;
- There is a process for employees or their representatives to be involved and engaged in decisions that affect their health and safety.

Check
- Receive and evaluate leading data (from audits and inspections) and lagging data (from incidents) relevant to health and safety;
- Receive and evaluate data on processes, preventative measures, and maintenance arrangements relevant to health and safety;
- Receive and evaluate data on competency indicators.

The Council should also receive assurances about health and safety arrangements for all University activities (including significant partnerships, collaborations, and wholly owned subsidiaries).

Review
- Be satisfied that there are regular independent reviews of H&S management carried out across the University.
- Be satisfied that lessons are learnt from accidents and near-misses.
- Review audit processes to ensure they are appropriate for the University.
- Regularly review the University's health and safety risk profile.

2. Executive Leadership

The University Executive Board (UEB) headed by the Vice-Chancellor and President and including the Registrar, the Provost, the Group Finance Director, the Chief Information and Transformation Officer, the Communications and Marketing Officer, the Secretary to Council and the Commercial Director, are expected to:

Plan
- Sign up to the University's health and safety policy statement as a demonstration of ownership and communicate its values throughout the University.
- Ensure that performance against the policy is measured, monitored, and reported, through the development and reporting of appropriate objectives and KPIs for the University.
- Cascade such objectives and KPIs within their respective areas and with their respective leadership teams.
- Allocate sufficient resources and time to the management of health and safety.
- Ensure that health and safety has a clear and obvious entry on Strategic Risk Registers.
- Agree a University health and safety competency framework.
- Ensure that a health and safety Risk Profile is created and maintained.
- Agree a health and safety auditing program based on the Risk Profile.
- Ensure emergency procedures encompass all relevant risks.
- Consider the health and safety implications of strategic decisions such as large projects.
- Ensure that the occupational health service is integrated within the University's health and safety management system.

Do
- Implement Health and Safety Policy through line management.
- Receive regular communication and performance updates from the Director of Health and Safety.
- Ensure that one of the Executive leadership team acts as Chair to the University Health and Safety Executive Committee.
- Lead on campaigns to raise health and safety awareness and behaviour change.
- Discuss Health and Safety issues and performance with direct reports and at Development and Performance Reviews.
- Ensure that health and safety implications are considered during discussions at relevant committee meetings, particularly at University Estate and Environment Committee, Capital Space and Amenities Group (see below*) and at Capital Programme Boards.
- When visiting departments follow local procedures, wear appropriate PPE and ask about risk assessments and how health and safety is managed.

*The Capital Space and Amenities Group (CSAG) plays a crucial role in ensuring the appropriate, and safe, creation and use of spaces within the University. Health, safety and wellbeing should be considered in the design and construction of new spaces, ensuring that such spaces are safe to be occupied and maintained. CSAG should obtain assurances from the relevant Capital Programme Boards in relation to capital projects. CSAG is also expected to obtain assurances relating to health and safety when the use of any space is to be significantly modified, seeking advice from the Estates Department, the Health and Safety Services and other relevant departments as appropriate.

Check
- Enquire with direct reports as to whether health and safety arrangements are in place and are working.
- Enquire with direct reports as to whether appropriate health surveillance is in place for occupational illnesses.

- Assure themselves of the effective functioning of the University Health and Safety Executive Committee.
- Confirm that direct reports are aware of inspections and investigations in their departments, and that they are closing out any actions generated as a result.
- Accompany direct reports on an inspection or visit during the year.
- Receive and review performance data such as KPIs.
- Check if staff are delivering on objectives set by the leadership team. Use the Personal Development Review process for this.
- Review deployment of resources (e.g. are they sufficient, competent and effective).

Review
- Review health and safety performance and that of direct reports, celebrating success and taking corrective action where targets are not being met.
- Share health and safety results with staff and students - seek their views on improvements.
- Respond to reports, audits, health and safety committee recommendations and inspections from external and internal stakeholder's e.g. insurance providers, trade union safety representatives, regulators and Health and Safety Services staff.
- Use the information to review the health and safety performance of departments and the Health and Safety planning process.

Setting Health and Safety Objectives
Health and Safety objectives for the University are documented on the following webpage:

https://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy/objectives/

Training Requirement
All members of the UEB must complete the University's 'Health and Safety Legal Update' training every three years: this is a one hour, classroom-based session delivered by the Director of Health and Safety.

3. Faculty Chairs and Faculty Directors of Administration

Faculty Chairs must work with Heads of Department within their respective faculty to ensure that they are all aware of their accountabilities and responsibilities, as outlined in the relevant section of this document, and that Heads of Department are taking reasonable steps to ensure health and safety of staff and students. In particular, Faculty Chairs are expected to:

- Ensure that due consideration is given to health and safety in any discussions relating to proposed changes within their faculty, particularly when significant changes to equipment, facilities, processes, arrangements, or organisational structures are being contemplated, and to obtain reasonable assurances that suitable precautions will be taken before any such changes are implemented.

- Review any data generated by the Health and Safety Services team through performance monitoring activities (accident investigations and inspections) in relation to the Departments within their Faculty and to seek assurance from Heads of Departments in relation to the close out of actions generated as a result of such monitoring

- Consider information from external and internal health and safety audits relating to the Departments within their Faculty, and to seek assurance from Heads of Departments in relation to the close out of actions generated as a result of such audits.

Faculty Directors of Administration must support their Faculty Chairs in achieving the above requirements, particularly in relation to ensuring that due consideration is given to health and safety and when significant changes to equipment, facilities, processes, arrangements, or organisational structures are being contemplated, and to obtain reasonable assurances from Heads of Departments and Senior Administrators that suitable precautions will be taken before any such changes are implemented.

Training Requirement
Faculty Chairs, Directors of Administration and the Academic Registrar must complete the University's 'Health and Safety Legal Update' training module every three years: this is a one hour, classroom-based session delivered by the Director of Health and Safety.

4. Heads of Department (Academic Departments)

Heads of Departments (including heads of all academic units such as Research Technology Platforms (RTPs)) are expected to ensure that the University's Health and Safety Policy and standards are followed within their own departments. This includes any allocated space, equipment and facilities, and should be achieved by reviewing performance, setting objectives, formalising arrangements, and ensuring that necessary actions across all activities. In particular, HoDs are expected to ensure that actions identified following an accident/incident or as a result of an audit or inspection) within their department are completed.

Where departmental staff are engaged in RTP activity the Head of Department and the Head/Director of the RTP must agree who has primary accountability for various aspects of the health and safety arrangements for such staff or any shared facilities. This would normally be documented in the respective Departmental/RTP arrangements as per the third bullet point below.

Heads of Academic Departments and Heads/Director of RTPs are expected to:

Plan
- Align their departmental/RTP health and safety objectives to the University's objectives (see the section below on objectives) and review progress against these objectives periodically at their departmental/RTP Executive Leadership Team meetings (or equivalent).
- Establish a departmental/RTP 'statement of intent' from senior leadership, which complements and supports the University's Health and Safety Policy,
- Ensure that specific arrangements* are in place at a departmental/RTP level to ensure sound management of health, safety and wellbeing matters.
- Include appropriate health and safety risks in their faculty or departmental risk register.
- Using the guidance of the University Health and Safety Committee to define the membership (including any trade union representation) and terms of reference for the local health and safety committee (NB: this would only be required in in larger or higher risk academic departments, including all Science and Medical departments)
- Ensure that induction training and arrangements include all relevant health and safety information for new starters.
- Assign sufficient numbers of competent personnel, with enough time and facilities to perform their role, to key tasks within their department, including assigning sufficient technical and building facilities specialists as appropriate.
- Ensure that all roles within their department have their respective accountabilities and responsibilities clearly identified and documented.
- Plan arrangements to ensure the health and safety of all persons who may be affected, including staff, contractors, students and visitors.

Do
- Put in place processes to ensure all activities within their department are appropriately risk assessed and controls are implemented.
- Ensure responsibilities are delegated and understood for tasks such as the completion of risk assessments and implementation of control measures, paying particular attention where responsibilities are split between academic staff and technical services staff.
- Chair, or ensure that a senior manager chairs, the local health and safety committee; attend the committee, where a committee has been deemed necessary.
- Have a regular communication meeting with the local competent H&S Adviser or Officer.
- Have oversight of accident and incident investigations.

- Agree health and safety competency and development needs of all staff and set a training objective (using a training matrix approach) with their senior team.
- Ensure that there is a process in place to assess the health and safety impact of new projects at the planning stage.
- Ensure that there is a process in place to for the testing and commissioning of new research equipment and facilities, which have been identified as having specific health and safety risk, before such equipment or facilities in put into service.
- When purchasing equipment, consider the health and safety requirements/implications – design, set-up, use, maintenance, inspection and servicing and disposal.
- Embed health and safety arrangements relating to the procurement and management of contractors.

Check
- Check that their staff carry out, document and regularly review risk assessments of all activities and risks, including hazardous substances assessments, assessments of newly acquired equipment prior to first use, first aid assessments, noise assessments, computer workstation assessments and manual handling assessments.
- Check that there is oversight of the Department's/RTP's research portfolio and for ensuring that research programmes have had relevant scrutiny regarding health, safety and related compliance issues, including for research activities carried out off campus.
- Attend safety inspections of their area at appropriate intervals.
- Check that agreed health and safety objectives are being cascaded to relevant staff (using the Personal Development Review process to assist as appropriate).
- Analyse incident data to assess trends in accidents and ill-health.
- Check that all actions and recommendations from Health and Safety audits and inspections are implemented.

Review
- Review risk assessment processes and progress regularly.
- Consider information from external and internal sources (e.g. audits, inspections by central Health and Safety Services staff), and how corrective actions/recommendations are being implemented.
- Review their own health and safety performance and that of direct reports and celebrate their achievements.
- Use the information to review the planning process.

Heads of Department can delegate authority for chairing their Health and Safety Committee and ensuring oversight and action planning for health and safety performance to a senior member of their academic staff. It is important to note that it is the activity which is being delegated and not the accountability: The Head of Department remains ultimately accountable for Health and Safety within their department.

*As a general rule, those individuals directly involved in leading an activity, instructing others, or managing a facility or piece of equipment, would be responsible for ensuring the health and safety of any member of staff, student or visitor who might be harmed as a result. Whilst the Head of Department retains overall accountability, several people, including academic, administrative and technical staff might be jointly responsible for the health and safety of others, as long as local arrangements make it clear who is responsible for what.

Where spin-outs companies are hosted within a department, HoDs must ensure that the senior managers of such embedded spin-out company (whether partially owned by the University or not) provide an adequate level of health and safety assurance. This includes assurance in relation to proactive workplace inspections, reporting and investigation of incidents, statutory testing of equipment, risk assessment and the implementation of risk

control measures. Lease agreements relating to spin-out companies must identify clearly respective accountabilities and responsibilities between the department and spin-out company.

Setting Health and Safety Objectives

Health and Safety objectives for the University are documented on the following webpage:

https://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy/objectives/

Heads of Departments are expected to ensure that Health and Safety Objectives are incorporated into departmental Health and Safety Plans and progress is monitored at suitable periods to ensure that the objectives are being met.

Training Requirement
Heads of Departments and their respective Executive/Senior Leadership Teams must complete the University's 'Health and Safety Legal Update' training every three years: this is a one hour, classroom-based session delivered by the Director of Health and Safety.

5. Senior Administrators (including Directors of Operations and similar roles)

Departmental Senior Administrative staff (including Senior Administrators and Directors of Operations) play an essential role in supporting Heads of Department in meeting the expectations placed on them in relation to health and safety. They are, in collaboration with their respective HoDs, expected to:

Plan
- Align their school or departmental health and safety objectives to the University's objectives (see the section below on objectives).
- Ensure that induction training and onboarding arrangements include all relevant health and safety information for new starters.
- Assign sufficient resources (competent personnel, with enough time and facilities).
- Assign sufficient numbers of competent personnel, with enough time and facilities to perform their role, to key tasks within their team.

Do
- Put in place processes to ensure all activities carried out by their team are appropriately risk assessed and that controls are implemented, to ensure the health and safety of all persons, including staff, contractors, students and visitors.
- Ensure responsibilities are delegated and understood for tasks such as the completion of risk assessments.
- Have oversight of accident and incident investigations.
- Agree health and safety competency and development needs of all staff and set a training objective (using a training matrix approach) with their team.
- Assess the health and safety impact of new projects at the planning stage.
- When equipment is being purchased by (or for use by) their team, ensure the health and safety requirements/implications (design, set-up, use, maintenance, inspection and &servicing and disposal) are properly considered.
- Embed health and safety arrangements relating to the procurement and management of contractors appointed directly by their department, and to support Estates' management of their contractors as appropriate.

Check
- Check that their staff carry out, document, and regularly review generic risk assessments of all activities and risks, including hazardous substances assessments, assessments of newly acquired equipment prior to first use, noise assessments, computer workstation assessments and manual handling assessments.
- Check that agreed health and safety objectives are being cascaded to relevant staff (using the Personal Development Review process to assist as appropriate).
- Analyse incident data to assess trends in accidents and ill-health.
- Check that all actions and recommendations from Health and Safety audits and inspections are implemented.

Review
- Review risk assessment processes and progress with the completion of risks assessments (against target numbers of risk assessments required) regularly.
- Consider information from external and internal sources (e.g. audits, inspections by central Health and Safety Services staff), and how corrective actions/recommendations are being implemented.
- Review their own health and safety performance and that of direct reports and celebrate their achievements.
- Use the information to review the planning process.

Setting Health and Safety Objectives

Health and Safety objectives for the University are documented on the following webpage:

https://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy/objectives/

Senior Administrators are expected to support their Heads of Department to ensure that Health and Safety Objectives are incorporated into departmental Health and Safety Plans and progress is monitored at suitable periods to ensure that the objectives are being met.

Training Requirement
Senior Administrative staff must complete the University's 'Health and Safety Legal Update' training module every three years: this is a one hour, classroom-based session delivered by the Director of Health and Safety.

6. Technical Managers

The core principle of good health and safety management, as advocated by the Health and Safety Executive (HSE), is that those who create a risk are accountable for ensuring the risk is controlled to an acceptable level. This principle is at the heart of what this document is trying to achieve, and it is not reasonable to assume that others will control a risk which you, or your team, have created. Where there is any ambiguity regarding accountabilities and delegated responsibilities, technical teams must work with academic colleagues to agree and document such accountabilities and responsibilities locally.

Technical Services Managers (including those in similar roles within academic departments), supported by members of their respective technical teams, are expected to:

- Ensure risk assessments are undertaken and recorded for all activities undertaken by their own technical staff, and that the necessary control measures are effectively implemented.
- Ensure any new processes undertaken by their own technical staff are properly risk assessed before implementation.
- Ensure that all new equipment to be used by, or under the supervision of, their staff is checked for hazards, and users are trained on safe systems of work and risk control measures prior to its first use.
- Support the health and safety inspection programme and be involved in audits when asked.
- Ensure the close-out of actions allocated to their technical team following inspections and investigations.
- Develop or use existing communication processes (e.g. team meetings) to keep their team informed, and receive information back from team members.
- Contribute to investigations into accidents and other reports (e.g. near misses).
- Take appropriate action when health and safety is likely to be compromised; if necessary, suspending an activity pending reassessment of the risk.
- Work with the appropriate compliance or assurance personnel (such as Compliance Managers, Compliance Officers, or Technical Assurance Managers) and Subject Matter Experts to ensure that there is a suitable maintenance plan, including a program for statutory inspection and testing of equipment, as required for 'statutory items' (including, but not limited to, local exhaust ventilation, pressure systems and lifting equipment)
- Ensure that maintenance records can be accessed locally, specifically records relating to inspection and testing which has been carried out on 'statutory items'.
- Ensure that appropriate training is delivered to, and competency records are maintained for, their own technical staff.
- Monitor that equipment is only used by competent staff and students, and that levels of supervision are appropriate.
- Support academic staff and students in delivery of good laboratory H&S, for example advising and assisting with lab housekeeping, research equipment maintenance, building fabric maintenance requests and training and supervision on core equipment.
- Ensure, in teaching laboratories which are designated as 'core', the delivery of good laboratory H&S, for example advising and assisting with lab housekeeping, research equipment maintenance, building fabric maintenance requests and training and supervision on core equipment.

In some departments this role might be combined with a facilities manager or building manager type role: where this is the case, this section is to be combined with the Building Managers section.

Training Requirement

All Technical Services Managers must complete the University's 'Health and Safety Legal Update' training module every three years: this is a one hour, classroom-based session delivered by the Director of Health and Safety.

7. Academic Staff, including Principal Investigators and Staff with Teaching Responsibilities

Academic staff, including Principal Investigators and Staff with Teaching Responsibilities are expected to meet University health and safety standards relevant to their research and teaching activities and facilities. In particular, such staff are expected to assess, and address the risks, including health and safety risks, associated with new research proposals and new teaching activities in line with university health and safety policies and requirements.

The core principle of good health and safety management, as advocated by the Health and Safety Executive (HSE), is that those who create a risk are accountable for ensuring the risk is controlled to an acceptable level. This principle is at the heart of what this document is trying to achieve, and it is not reasonable to assume that others will control a risk which you, or your team, have created. Where there is any ambiguity regarding accountabilities and delegated responsibilities, academic teams must work with technical services colleagues to agree and document such accountabilities and responsibilities locally.

Academic staff, including Principal Investigators and Staff with Teaching Responsibilities, are expected to:

- Ensure space, equipment and activity risk assessments are undertaken and recorded by their staff and students.
- Ensuring the competence of the staff and students working in their laboratories, in particular in relation to being able to comply with all control measures identified by risk assessments, before leaving them to work unsupervised.
- Ensure that appropriate supervisory arrangements are in place to ensure that their staff and students are following safe systems and control measures.
- Ensure any new processes are properly risk assessed before implementation.
- Ensure that copies of up-to-date documentation relating to H&S (risk assessments, SOPs, training records, equipment maintenance records, etc.) are stored in a secure and searchable location such that they can be easily accessed (including in the event of an audit or investigation).
- Ensure that all new equipment to be used by their staff or students is checked for hazards, and users are trained on safe systems of work and risk control measures prior to its first use.
- Ensure that where risks cannot be eliminated, they are reduced to the lowest 'reasonably practicable' level by following the University's guidance on the hierarchy of risk controls.
- Provide induction training for all of their staff and students in accordance with training needs identified through risk assessments.
- Provide staff with access to health surveillance if identified in risk assessments.
- Lead on investigations into accidents and other reports (e.g. near misses).
- Take appropriate action when health and safety is likely to be compromised; if necessary, suspending an activity pending reassessment of the risk.
- Ensure, in cooperation with Technical Managers, compliance with the programme for statutory testing of **all** equipment used by their staff and students, including those statutory inspections (carried out by specialist engineers), user checks and regular weekly/monthly checks (carried out by trained staff and students) required for local exhaust ventilation, pressure systems, lifting equipment and any other items of equipment subject to statutory testing requirements.
- Provide reasonable access for specialist engineers involved in carrying out the statutory testing of equipment, including making items of equipment available and accessible.

- Ensure that defects identified through user checks and weekly/monthly checks of equipment are reported quickly and that unsafe or non-compliant items are taken out of service.
- Ensure that their staff and students comply with any Codes of Practice produced by the University, in particular those required for statutory compliance purposes.
- Monitor that control measures are effectively implemented; you could do this through observation monitoring or during inspections.
- Review actions arising from audits and inspections to ensure they have been completed or progress is being monitored.
- Embed learning points from accidents and incidents.
- Respond to external influences such as Health and Safety Executive (HSE) or other regulatory body visits, audits and changes in legal requirements.

In particular Principal Investigators are expected to ensure the following:

- Complete a Hazard Grid*, using the QuEMIS Hazard Module, for the spaces (laboratories, workshops, and storerooms) they are responsible for, adding any information on local rules (notice boards) relevant to such spaces.
- Maintain an inventory of all chemicals* held within their research group(s).
- Ensure that there are arrangements in place within their teams to ensure that 'High Hazard' substances can only be procured in line with University requirements.
- Dispose of any surplus or out of date chemicals, or any chemicals stored within damaged or aging bottles, or where their labels cannot be read easily.
- Work with Technical and Health and Safety staff to ensure that risk assessments are carried out and documented for the safe storage of all chemicals, so that the appropriate storage and segregation can be achieved for all chemicals which might present a risk to health and/or a risk of fire or explosion.
- Maintain an inventory of all potentially dangerous work equipment* (any equipment which is electrically, hydraulically or pneumatically powered, operates at any pressure other than atmospheric, generates high or low temperatures internally or externally, has rotating stocks or moving parts, is designed to lift people or equipment, or is a ladder or elevated work platform, involves any form of internal combustion, uses lasers or source of any radiation, or might present a risk in terms of manual handling) in use within their research group(s).
- Dispose of any surplus work equipment via the appropriate method.
- Ensure that risk assessments are carried out and documented on all potentially dangerous work equipment.
- Maintain records of staff competence as they relate to the use of equipment and any hazardous substances in their respective areas.
- Ensure that there are arrangements in place for ensuring health and safety of students during undergraduate laboratory sessions.

*A Principal Investigator (PI) can nominate a member of their group to carry out tasks relating to QuEMIS, chemical inventory and work equipment inventory, but it is important to remember that the ultimate accountability still lies with the PI.

Principal Investigators must also address in bid submissions whether there are health and safety issues that may impact on the Department, such that the Head of Department has the necessary information to make an informed decision when signing off the Acceptance of Funding as required in Finance Regulation 14.

Academics who specify new practical work for undergraduate laboratory sessions must undertake the risk assessment of the practical work, communicating the findings with the

Teaching Technicians, and identify the information and key messages that need to be communicated to students.

Academic staff, Principal Investigators and Staff with Teaching Responsibilities must work cooperatively with Technical Managers to ensure that all parties understand their respective responsibilities, and that all parties can reasonably fulfil their respective responsibilities.

Whilst Technical Managers and their teams will support the work of academic staff*, the accountability for the health and safety of their staff and students ultimately resides with Principal Investigators and with those Staff with Responsibility for Teaching activities.

Department Appointed Space Owners

Whilst the default arrangement is that PIs, or other academic staff, are normally accountable for research and teaching spaces, departments can appoint Space Owners from their technical or administrative teams where this is more appropriate (such as in teaching laboratories, shared laboratories, or in spaces where there are specialist installations or facilities). In order for a department to do this the following must be adhered to:

- The Space Owner should be notified formally what is now expected of them, and specifically which aspects of this document they are expected to perform on behalf of their department.
- A person nominated to be a Space Owner must be a suitably experienced and qualified member of staff.
- The Space Owner will be listed as such within the QuEMIS Hazards Module: only one person at a time can be identified as the Space Owner within QuEMIS.

Training Requirement
All Principal Investigators and their nominated Space Owner(s) must complete the University's Risk Assessment Moodle module, and any other health and safety training courses identified through their departmental Training Needs Analyses.

8. Heads of Department and Senior Managers (professional services, commercial and support departments)

Heads of Departments (including heads of all academic units such as Research Technology Platforms (RTPs)) are expected to ensure that the University's Health and Safety Policy and standards are followed within their own departments. This includes any allocated space, equipment and facilities, and should be achieved by reviewing performance, setting objectives, formalising arrangements, and ensuring that necessary actions across all activities. In particular, HoDs are expected to ensure that actions identified following an accident/incident or as a result of an audit or inspection) within their department are completed. Such Heads/Senior Managers are expected to:

Plan
- Align their departmental health and safety plan to the University's health and safety plan.
- Include appropriate health and safety risks in their business risk register.
- Ensure that induction arrangements (for both staff and any contractors) include all relevant health and safety information.
- Assign sufficient resources (competent personnel, with enough time and facilities).
- Assign sufficient numbers of competent personnel, with enough time and facilities to perform their role, to key tasks within their department, including assigning sufficient technical and building facilities specialists as appropriate.
- Ensure that all roles within their department have their respective accountabilities and responsibilities clearly identified and documented.
- Plan arrangements to ensure the health and safety of all persons who may be affected by their department's work activities, including contractors, students and visitors.

Do
- Put in place processes to ensure all activities are appropriately risk assessed and controls are implemented, using work instructions/standard operating procedures as and when appropriate.
- Ensure responsibilities are delegated and understood for tasks such as the completion of risk assessments.
- Produce and communicate an annual health and safety plan.
- Have oversight of their department's accident and incident investigations.
- Agree health and safety competency and development needs of departmental staff and set a training objective (e.g. using a training matrix or competency development framework) with the senior team.
- Assess the health and safety impact of new projects at planning stages (e.g. when proposing refurbishment of an area or procurement of an IT system).
- Ensure that there is a process in place to assess the health and safety impact of new projects at the planning stage.
- Ensure that there is a process in place to for the testing and commissioning of new equipment and facilities, which have been identified as having specific health and safety risk, before such equipment or facilities in put into service.
- When purchasing equipment, consider the health and safety requirements/implications associated with the certification, set-up, use, maintenance, inspection and servicing of such equipment.
- Embed health and safety arrangements relating to the procurement and management of contractors.

Check
- Participate in safety inspections at appropriate intervals.
- Check that agreed health and safety training objectives are being met.
- Use the Personal Development Review process to assist with the communication of departmental and personal objectives.
- Analyse safety information data to identify emerging trends in the department (such as accident, sickness absence, training data).
- Keep staff informed, monitor progress and actively seek their views on improvements (via local meetings and/or safety committees).
- Check that all actions and recommendations from health and safety audits and inspections are implemented.

Review
- Review health and safety processes and procedures regularly.
- Consider information from external and internal sources and how any actions or recommendations are to be implemented.
- Review their own health and safety performance and that of direct reports and celebrate their achievements.
- Use the information to review the planning process.

As a general rule, those individuals directly involved in leading an activity, instructing others, or managing a facility or piece of equipment, would be responsible for ensuring the health and safety of any member of staff, student or visitor who might be harmed as a result. Whilst the Head of Department retains overall accountability, several people, including line managers, administrative and technical staff might be jointly responsible for the health and safety of others, as long as local arrangements make it clear who is responsible for what.

Setting Health and Safety Objectives

Health and Safety objectives for the University are documented on the following webpage:

https://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy/objectives/

Heads of Departments are expected to ensure that Health and Safety Objectives are incorporated into departmental Health and Safety Plans and progress is monitored at suitable periods to ensure that the objectives are being met.

Training Requirement
Heads of Departments and their respective Executive/Senior Leadership Teams must complete the University's 'Health and Safety Legal Update' training every three years: this is a one hour, classroom-based session delivered by the Director of Health and Safety.

9. Director of Estates

The Director of Estates is accountable for ensuring that all statutory inspections of University of Warwick systems and equipment notified to the Estates Department are carried out and for ensuring that the fabric of all University of Warwick buildings, and fixed installations fitted therein, are safe and suitable for use. The Director of Estates is accountable for the health and safety of Estates staff. The Director of Estates is expected to:

Plan
- Align the Estates health and safety plan to the University's health and safety plan.
- Include appropriate health and safety risks in the Estates business risk register.
- Define the membership (including trade union representation) and terms of reference the Estates health and safety committee.
- Ensure that induction arrangements (for both staff and contractors) include all relevant health and safety information.
- Assign sufficient resources (competent personnel, with enough time and facilities).

Do
- Chair, or ensure that a senior manager chairs, the Estates health and safety committee.
- Produce and communicate an Estates annual health and safety plan.
- Have a regular communication meeting with the Director of Health and Safety.
- Have oversight of the Estates' accident and incident investigations.
- Ensure that the Estates Operational Management Team:

  - o Assess the health and safety impact of new projects at planning stage.
  - o Put in place processes so that all activities are appropriately risk assessed and controls are implemented, using work instructions/standard operating procedures as and when appropriate.
  - o Consider the health and safety requirements/implications associated with the certification, set-up, use, maintenance, inspection and servicing of work equipment.
  - o Embed health and safety arrangements relating to the procurement and management of contractors.

- Agree health and safety competency and development needs of departmental staff and set a training objective (e.g. using a training matrix or competency development framework) with the Estates Operational Team members.

Check
- Participate in active safety monitoring at appropriate intervals.
- Check that agreed health and safety training objectives are being met.
- Use the Personal Development Review process to assist with the communication of departmental and personal objectives.
- Analyse safety information data to identify emerging trends in their department (such as accident, sickness absence, training data).
- Check that all actions and recommendations from health and safety audits and inspections are implemented.

Review
- Review health and safety processes and procedures regularly.
- Consider information from external and internal sources and how any actions or recommendations are to be implemented.
- Review their own health and safety performance and that of direct reports and celebrate their achievements.

- Use the information to review the planning process.

For the avoidance of doubt, the Director of Estates is not accountable for such activities on the Warwick Science Park, as these duties fall to the WSP Board of Directors and the WSP management team.

Setting Health and Safety Objectives

Health and Safety objectives for the University are documented on the following webpage:

https://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy/objectives/

The Director of Estates is expected to ensure that Health and Safety Objectives are incorporated into the Estates Health and Safety Plan and progress is monitored at suitable periods to ensure that the objectives are being met.

Training Requirement

The Director of Estates and all of the Estates Leadership Team must complete the University's 'Health and Safety Legal Update' training every three years: this is a one hour, classroom-based session delivered by the Director of Health and Safety.

10. 'Building Managers'* (and those in similar facilities management roles)

Those people nominated as 'Building Managers'* for a building (or buildings) are expected to act as a coordinator, or, where appropriate, a Departmental Point of Contact (DPOC), for all matters relating to **facilities management**, liaising with occupier/users and the Estates Department as appropriate. In relation to the building(s) they manage 'Building Managers' are expected to:

- Ensure building related [risk assessments](#) (including fire risk assessments, water safety and hygiene and asbestos surveys) have been undertaken and are available.
- Ensure, in co-operation with Estates' managers and staff, that any staff or contractors working on the fabric of their respective building(s) are following agreed risk assessments and method statements (RAMS) and any other safe systems of work.
- Control, in co-operation with Estates' managers and staff, that access of contractors to their respective building(s), ensuring that signing in and signing out arrangements are in place for all contractors.
- Act as a Single Point of Contact, where appropriate, for prior notification of work to be carried out, whether by contractors of Estates staff.
- Act as a local contact point for Permits to Work/Access, where appropriate, as issued by the relevant authorised person within Estates.
- Coordinate local self-inspection of physical conditions within their respective building(s) and to carry out physical conditions' inspections of common spaces.
- Ensure that safety critical defects are reported (either by themselves or by another manager) to the Estates Office in a timely fashion.
- Ensure all new building infrastructure equipment to be permanently (or semi-permanently) located within their respective building(s) is checked for hazards, appropriately risk assessed and that users are trained on any safety features or safe systems of work associated with such equipment.
- Ensure that they have access to an inventory of all work equipment requiring Statutory Inspections or similar (including lifts and lifting equipment, LEV systems, pressure systems, electrical appliances, and electrical installations).
- Act as a local contact point for Statutory Inspections, and similar Inspections, as per inventory mentioned above and as a contact for Estates staff carrying out Planned Preventative Maintenance (PPM).
- Ensure that an annual program for statutory testing of equipment, as required for local exhaust ventilation, pressure systems, lifting equipment, etc. is in place and that all statutory examinations relevant to their buildings are carried out within the prescribed timescales.
- Ensure that requirements and recommendations from Statutory Inspections (or similar) and PPM are acted upon.
- Lead a programme of inspections and be involved in audits when asked.
- Support, where necessary, investigations into accidents and other reports (e.g. near misses).
- Take appropriate action when health and safety is likely to be compromised; if necessary, suspending an activity pending reassessment of the risk.
- Keep up to date with health and safety requirements for their area.
- Monitor the completion/progress of actions arising from audits and inspections.
- Review actions arising from audits to ensure they have been completed or progress is being monitored.

*A 'Building Manager' might have one of many different job titles: this section is relevant to the function of Building Manager (as nominated by their respective department) and not just someone who holds the job title of Building Manager. In some academic departments this

role might be combined with a technical manage role: where this is the case, this section is to be combined with the Technical Managers section.

11. Managers

Those managers who have authority to instigate and direct activities and to instruct others must ensure the health and safety of the people, activities, and projects that they direct or instruct. All staff in a supervisory position, including researchers and teaching staff, must ensure, so far as is reasonably practicable, the health and safety of the people, activities, and projects that they supervise. They must comply with the University's Health and Safety Policy and the arrangements for their department. All managers within the University are expected to:

- Ensure that risk assessments have been carried out, recorded and control measures are effectively implemented; this could be done through observation monitoring or during inspections.
- Set reasonable objectives to cover their area of responsibility, including allocation of work on risk assessments.
- Develop or use existing communication processes (e.g. team meetings) to keep their team informed, and receive information back from team members.
- Plan deployment of resources to achieve health and safety objectives, including assessment of training needs.
- Provide induction training for all staff and students in accordance with training and competency frameworks.
- Ensure all new equipment is checked for hazards, and users are trained on safe systems of work and risk control measures.
- Provide staff with health surveillance if identified in risk assessments.
- Support inspections and be involved in audits when asked.
- Lead on investigations into accidents and other reports (e.g. near misses).
- Take appropriate action when health and safety is likely to be compromised; if necessary, suspending an activity pending reassessment of the risk.
- Keep up to date with health and safety requirements for their area of responsibility.
- Monitor the completion/progress of actions arising from audits and inspections.
- Review actions arising from audits to ensure they have been completed or progress is being monitored.

Setting Health and Safety Objectives

Health and Safety objectives for the University are documented on the following webpage:

https://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy/objectives/

Managers must ensure that Health and Safety Objectives are incorporated into departmental Health and Safety Plans and progress is monitored at suitable periods to ensure that the objectives are being met.

12. Supervisors

Health and safety is an integral part of everyone's job, and supervisors have an important role in ensuring that every member of their team takes care of their own health and safety; and takes due consideration for the health and safety of others. Supervisors must ensure that they and their teams comply with the University's policies and standards, and the relevant arrangements for the area or activity.

Every supervisor is empowered to stop their work, or the work of others should they feel the work is being carried out in an unsafe manner: There is nothing so important that it cannot be done safely. All supervisors are expected to:

- Ensure that they understand local safety policy and procedures.
- Plan any skill, knowledge or refresher training for themselves and their team, and students where appropriate, based on faculty/school/departmental training objectives and competency framework.
- Think about how procedures based on risk assessments can be effectively communicated.
- Plan resources and ensure all staff understand what is expected of them.
- Ensure staff and students are aware of and follow all relevant safe systems.
- Ensure, when requested, that visitors and contractors are provided with relevant health and safety information.
- Develop clear and concise procedures and include key safety information in them.
- Ensure that their team, and students where appropriate, have received induction training and relevant training appropriate to their activities/studies.
- Raise any issues of non-conformance through line-management structure.
- Be involved in local workplace inspections and local safety committees.
- Ensure risk assessments relevant to their team have been carried out, risk control measures implemented and communicated to staff effectively.
- Ensure actions arising from audits and inspections have been completed or monitor progress.
- Provide feedback on health and safety performance to their line manager and celebrate achievements.
- Review accidents and incidents and ensure lessons learnt from investigations are embedded into revised procedures.

13. Members of staff and students

Health and safety is an integral part of everyone's job. Every individual staff member, student, visitor, or contractor must take care of their own health and safety; take due consideration for the health and safety of others; not interfere with or misuse facilities that are there in the interests of health and safety; and comply with the University's policies and standards, and the relevant arrangements for the area or activity.

Every individual staff member, student, visitor, or contractor is empowered to stop their work, or the work of others should they feel the work is being carried out in an unsafe manner: there is nothing so important that it cannot be done safely.

All members of staff and students are expected to:

- Take reasonable care for themselves or others who might be affected by their actions.
- Use any equipment, substances or safety devices provided by the University in accordance with any training or instructions which have been provided and report any defects or problems.
- Tell someone (manager, supervisor, the health and safety team or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.
- Follow any local instructions or signage, such as notice boards, and wear any personal Protective Equipment (PPE) provided correctly.
- Co-operate with the University on health and safety matters, which might include:
  - Making themselves, with the support of their line managers or supervisors, aware of the University's Health and Safety Policy.
  - Supporting the risk assessment process and the development of SOPs as and when appropriate.
  - Supporting the completion of workplace inspections as and when appropriate.
  - Supporting incident/near miss investigations as and when appropriate.
  - Providing feedback on health and safety performance to line managers.
  - Providing feedback on health and safety issues via local safety committees.

14. Director of Health and Safety

The Director of Health and Safety, supported by members of the Health and Safety Services team, is responsible for providing competent advice on health and safety matters to all departments across the University, for supporting risk assessment activities and for providing appropriate health and safety performance information to UEB, Heads of Departments and their Executive/Senior Leadership Teams

The Director of Health and Safety is expected to:

- Produce annual reports on health and safety for the Council.
- Produce regular reports to key committees, including the Audit and Risk Committee, UEB and the Health and Safety Executive Committee.
- Produce briefing sessions or papers on significant events and changes to legal requirements.
- Develop a set of University health and safety objectives which include both leading and lagging indicators.
- Facilitate and advise on the development of a health and safety risk profile.
- Provide contextualised information about comparisons with sector norms and statistical information (such as HESA data).
- Produce and maintain a Health and Safety Action Plan for the University and assist departments in the development of local health and safety action plans.
- Develop a health and safety competency and training framework.
- Manage a health and safety audit programme as agreed with Executive Leadership.
- Provide advice on interpretation of health and safety legislation and best practice.
- Provide communications to departments about significant events and changes to legal requirements.
- Attend health and safety committees or other meetings where health and safety is discussed.
- Provide information to departments about accidents and incidents.
- Provide guidance on how to investigate incidents and health and safety issues.
- Provide action plans and recommendations following investigations.
- Provide advice on management actions and proportionate responses to incidents.
- Source or facilitate training courses, presentations, and information.
- Support managers during external audits, inspections, etc., which includes provision of occupational health services.
- Provide input to local discussions on health and safety matters.

The Director of Health and Safety has authority to stop activities that put people at imminent risk of harm.

Training Requirement
The Director of Health and Safety must keep their CPD records up to date, within the IOSH CPD (or similar professional body) framework.

15. Health and Safety Advisers and Officers

Health and Safety Advisers and Officers are not expected to manage health and safety on behalf of line management. They are there to support, train, coach, advise and to provide a second level of assurance to Heads of Department, the Director of Health and Safety, and, ultimately to the University Executive Board.

Health and Safety Advisers and Officers will:

- Provide general health and safety advice and specialist advice in areas of expertise such as biological safety and biosecurity, chemical safety, and radiation safety (ionising and non-ionising).
- Conduct inspections of workspaces within their respective department(s), setting actions relating to areas of non-conformity as appropriate.
- Contribute to and support investigations into accidents and other reports (e.g. near misses), identifying preventative and corrective actions.
- Support the internal and external audit programme.
- Take necessary steps to ensure actions assigned as a result of accident investigations, inspections and audits are closed in a timely manner, invoking the University's escalation procedure as necessary
- Support Heads of Department to ensure that risk assessments are in place for all spaces, activities, and equipment within their respective department(s), are suitable and sufficient, and that the control measures are being implemented properly by those individuals in control of the activity.
- Support the Director of Health and Safety in delivering the University Health and Safety Strategy including against Key Performance Indicators (KPIs) set for Health and Safety Services by the University Executive Board.
- Develop and deliver relevant health and safety training to individuals and groups within their respective departments.
- Attend and contribute to departmental Health and Safety Committee meetings, providing information relating to health and safety performance and communicating updates relating to health and safety across the University.
- Communicate changes in relevant legislation (or case law) to departmental staff as required.
- Recognise and liaise with other experts, academic, technical and health and safety professionals to develop engagement and ownership of relevant safety processes and practices.
- Liaise with relevant enforcing authorities, with support from Senior Health and Safety Adviser(s) as necessary.
- Take appropriate action when health and safety is likely to be compromised, suspending an activity pending reassessment of the risk if deemed necessary.

In particular Health and Safety Advisers and Officers are expected to:

- Work with Principal Investigators (PIs) to ensure that an inventory of all chemicals held within their department is created and maintained.
- Work with Principal Investigators to ensure that risk assessments are carried out and documented for the safe storage of all chemicals, so that the appropriate storage and segregation can be achieved for all chemicals which might present a risk to health and/or a risk of fire or explosion.
- Work with Principal Investigators (PIs) to ensure that an inventory of all potentially dangerous work equipment (any equipment which is electrically, hydraulically or

pneumatically powered, operates at any pressure other than atmospheric, generates high temperatures internally or externally, has rotating stocks or moving parts, is designed to lift people or equipment, or is a ladder or elevated work platform, involves any form of internal combustion, uses lasers or source of any radiation, or might present a risk in terms of manual handling) in use within their department is created and maintained.

- Work with Principal Investigators to ensure that risk assessments are carried out and documented on all potentially dangerous work equipment.

Health and Safety Advisers and Officers have the authority to stop activities that put people at imminent risk of harm.

Training Requirement
Health and Safety Advisers and Officers must keep their CPD records up to date, within the IOSH CPD (or similar professional body) framework.

16. Fire Safety Adviser

Fire Safety Adviser is expected to:

- Ensure that fire risk assessments are in place, and are suitable and sufficient, for any existing building and that the control measures are being implemented properly by those individuals in control of the people within the building.
- Ensure new buildings are properly risk assessed and that the appropriate control measures are in place before implementation of any new process.
- Deliver the fire safety fire risk assessment programme and be involved in audits when required.
- Support the close-out of actions following inspections and investigations.
- Develop or use existing communication processes (e.g. team meetings) to keep staff and students in departments informed of fire safety developments and receive information back from staff and students.
- Contribute to investigations into accidents and other reports (e.g. near misses).
- Take appropriate action when fire safety is likely to be compromised; if necessary, suspending an activity pending reassessment of the risk.
- Ensure that appropriate training is available to, and competency records are maintained for, staff and students.
- Attend health and safety committees or other meetings where fire safety is discussed.

In particular, the Fire Safety Adviser is required to:

- Work with Technical Managers to ensure that Dangerous Substances Explosive Atmosphere Regulation risk assessments are carried out within their department.
- Support Building Mangers in the completion/progress of actions arising from audits and inspections
- Work with the Director of Estates to ensure that there is a suitable maintenance plan, including a program for testing of equipment and that records are kept available when Inspections are carried out.
- Ensure that the Fire Risk Management System conforms to the requirements of the British Standard.
- Report to the Director of Health and Safety on the performance of the Fire Risk Management System and on opportunities for improvement.
- Shall establish fire risk management objectives and review at regular and planned intervals.
- Shall demonstrate to the Director of Health and Safety continual improvement of the suitability, adequacy, and effectiveness of the Fire Risk Management System.
- Produce briefing sessions or papers on significant events and changes to legal requirements.

The Fire Safety Adviser has the authority to stop activities that put people at imminent risk of harm.

Training Requirement
Fire Safety Adviser must keep their CPD records up to date, within the IFE CPD (or similar professional body) framework.