



## Safety Note 1

2nd Edition, May 2016

# Roles and Responsibilities of H&S COORDINATORS

## 1 SUMMARY

Health & Safety Co-ordinators are members of staff who are appointed by the Head of School /Function or Unit Director to act on their behalf to co-ordinate day-to-day health and safety arrangements.

Health & Safety Co-ordinators (HSCs) must have the authority and personal skills to be able to implement effective local H&S arrangements and to advise the Head of School/Function if performance/compliance does not reach the standards required.

Duties of H&S Coordinators will vary, dependent on the type of environment they work in. To reflect the different needs of these environments, HSC role descriptions and training requirements have been separated into those for higher and lower risk areas.

**Higher risk areas** include: Schools and Functions with laboratories, workshops or equipment which may pose a significant risk.

**Lower risk areas** include: Schools and Functions where main hazards are office work and travel.

## 2 ROLE DESCRIPTIONS

### 2.1 Main Duties and Responsibilities of H&S Coordinators in Higher Risk Schools and Functions

- To provide advice to the Head of School/Function and other senior managers on local management arrangements, safe systems of work and local rules.
- To proactively communicate with staff and postgraduate students on all aspects of workplace health, safety and welfare, including the requirement to attend H&SS courses and local training that is applicable to the range of work undertaken within the School/Function.

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- To lead regular internal audits, reviews of management systems and monitor implementation of School improvement plans and to respond to internal audits from H&SS or via H&SS in the case of any external audit from external agencies.
- To carry out documented periodic safety inspections of specialist areas (6 monthly) and offices and communal areas (at least annually) and through the Head of School/Function, assign corrective and preventative actions to relevant individuals and follow up to check on completion of remedial actions.
- To monitor and report performance to School/Function committees and School/Function senior managers and ensure that, where appropriate, problems are reported to the Head of School/Function on a time scale that is commensurate with the risk.
- To monitor that risk assessments (for work areas, tasks/project/research work and fieldwork) prepared by staff and postgraduate students are in place, and are of a suitable and sufficient standard, providing H&S input as required.
- To ensure that safety signage (not relating to fire or first aid) within the School/Functions buildings is up-to-date (reporting defects in fire or first aid to the responsible person).
- To assist the Head of School/Function with the running of the Health and Safety Committee.
- To advise the Head of School/Function on the development of the annual improvement plan, advising on improvements to current practice and the means to implement these recommendations.
- To maintain and update H&S Codes, local rules and Standard Operating Procedures (SOPs; for safety critical equipment only).
- To investigate accidents, incidents and near misses in the School/Function (including during fieldwork activities) and in defined communal areas of multi-occupancy buildings and ensure that corrective and preventative actions are closed out.
- To carry out specialist roles, such as Laser Safety Officer, Radiation Protection Supervisors as required.
- Assist in the development of relevant non fire related emergency plans, for example spillage procedures and local training of responders. Provide assistance in the event of a safety emergency.
- Other safety duties as required in response to the work carried out in the School (e.g. organising or carrying out face fit testing for wearers of respiratory protection, facilitating the occupational health surveillance programme, overseeing that manual handling, noise, dust and Hand Arm Vibration (HAVS) assessments and waste disposal systems are in place and liaising with H&SS with respect to selection and installation of safety critical equipment such as LEV).
- To liaise with staff in the School to understand special risks e.g. high risk materials, processes and equipment and the associated control measures that are in place.
- To liaise with Health & Safety Services on issues that are outside their experience/competence or where referral to H&SS in accordance with university policies and procedures is required.
- Assist in facilities projects, where relevant, providing input on safety aspects of designs including office or specialist areas.
- Organise PAT testing, monitor that DSE assessments are carried out by appropriate staff in a timely manner and that first aid facilities are provided and maintained within the School/Function.

## 2.2 Main Duties and Responsibilities of H&S Coordinators in Lower Risk Schools and Functions

- Provision of advice to the Head of School/Function and other senior managers on local management arrangements and performance and referral to the Head of School/Function and other senior managers and/or Health & Safety Services any health and safety problems which they cannot resolve locally on a time scale commensurate with the risk. Where appropriate, this may involve reporting to the School Board.
- Provision of advice and dissemination of information to staff and students on workplace health, safety and welfare issues, including policies and procedures that apply to the range of work undertaken within the School/Function, and where necessary point them towards the correct information/contact.
- Maintain and update general area risk assessments and H&S Codes.
- Assist members of staff in the completion of, or review of, risk assessments.
- Lead internal reviews, audits, reviews of management systems and risk assessments and monitor implementation of improvement plans.
- Carry out inspections of all areas (at least annually, recommended 6 monthly), including in defined common areas in multi-occupancy building, compiling a report and highlighting actions required to relevant managers and periodically follow up to ensure actions are completed, escalating if required.
- Communicate and consult with staff, including setting up and servicing a Safety Committee where appropriate.
- Checking that staff and students are suitably informed, instructed and trained, including ensuring there is a process in place for the H&S induction of staff, postgraduate students to (inductions may be undertaken by manager/supervisor).
- Facilitation of staff/student attendance at appropriate mandatory H&S Services training courses.
- Ensure that safety training delivered locally is appropriately recorded.
- Coordinate DSE assessments within School or Function – act as DSE assessor where required.
- Investigate accidents, incidents and near misses in the School/Function and in defined communal areas of multi-occupancy building and following up to ensure that preventative action is taken where appropriate and lessons learnt are disseminated. Assist Building liaison, H&S Services and E&F in investigating incidents in communal areas of campus as required.
- Assist the Building Liaison lead in ensuring that first aiders, fire wardens and evacuation officers are appointed and that first aid facilities (e.g. first aid boxes) are provided and maintained, liaising with the Head of School/Function as required.
- Other duties as required, such as manual handling assessments, providing safety input on minor facilities projects (such of office reorganisations).
- Organising PAT testing for electrical equipment in School/Function and in defined communal areas.
- Liaise with H&S Services on health and safety issues as necessary.
- Act as a Fire Evacuation officer, fire warden or evacuation chair operator as required.

## 3 TRAINING REQUIREMENTS

### 3.1 Training requirements for H&S Coordinators in Higher Risk Schools/Functions

#### Core knowledge

- NEBOSH General Certificate in Occupational Health & Safety (mandatory for Higher Risk Schools, recommended for other areas)
- Managing H&S (at the University of Reading) (mandatory)
- Incident investigation (mandatory)
- DSE assessment (part 1 and 2) (mandatory)
- Refresher training (as required) and attendance at Annual H&S workshops (mandatory)

#### Dependent on School/Function needs

- COSHH risk assessment
- Radiation Protection Supervisor (Open/Sealed/X-rays)
- Laser Safety Officer
- Advanced Cryogenic Safety
- Advanced Gas Safety and Regulators
- Chemical Labelling & Packaging for novel compounds
- Level 2 food safety & handling
- Biosafety practitioner - level 1 training
- RPE selection
- Face fit testing training
- Good Clinical Practice/Basic Patient Safety
- Fieldwork H&S risk assessment
- Chemical Spillage training

### 3.2 Training requirements for H&S Coordinators in Lower Risk Schools/Functions

- 1 day Managing H&S at UoR course\*
- IOSH Managing H&S (4 day) (recommended)
- General risk assessment \*
- Incident investigation \*
- DSE assessments (part 1 and 2)\*
- Field work risk assessment (dependent on School)
- Level 2/3 Food Safety & Hygiene (dependent on School)
- Fire safety training (dependent on role)
- Refresher training (as required) including attendance at H&S coordinator workshops \*

(\* mandatory)