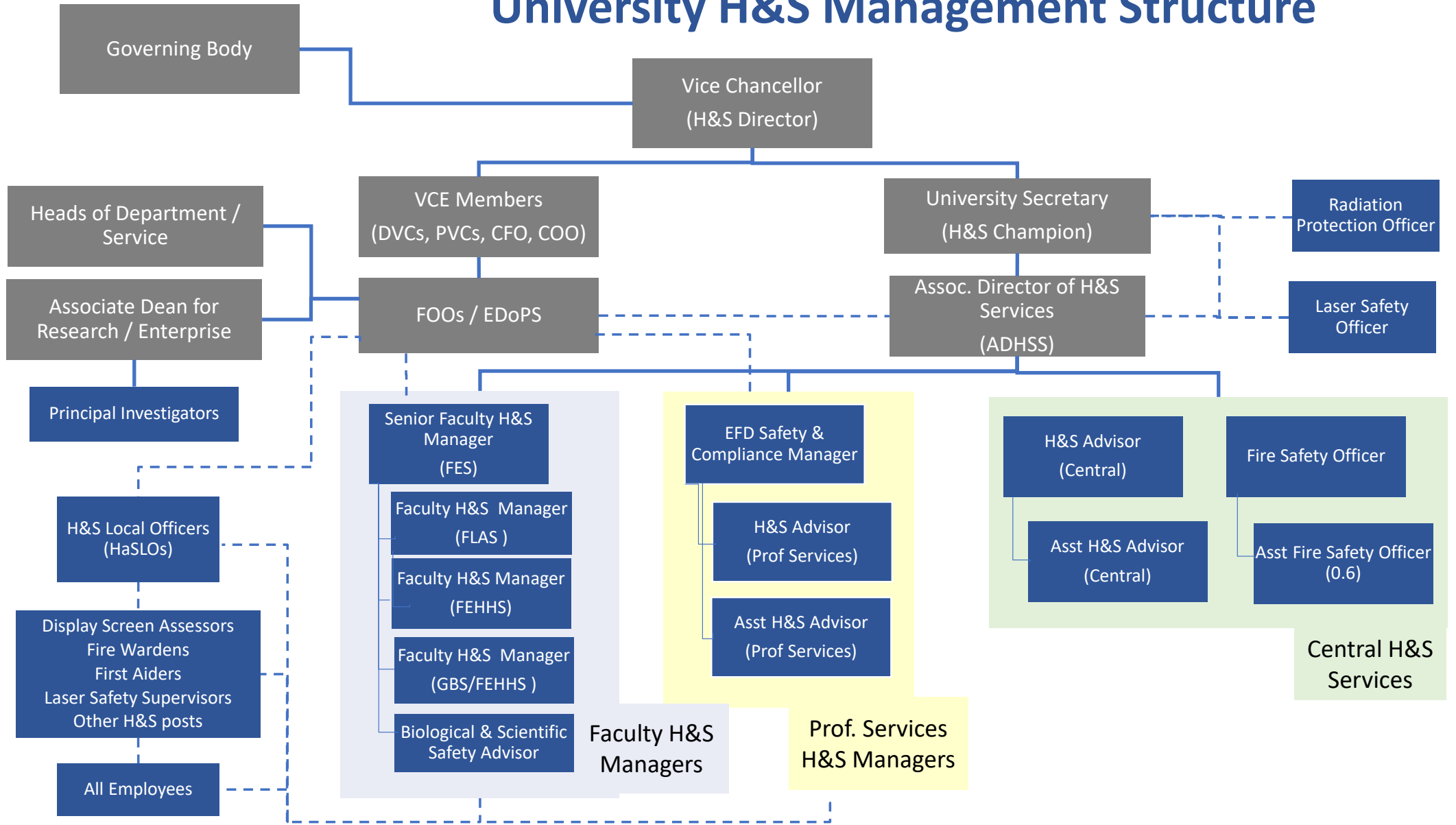


# University H&S Management Structure



# Senior Management H&S Responsibilities

Role	<u>Responsibilities</u> (See also <a href="https://www.gre.ac.uk/about-us/governance/safety/policy/org">https://www.gre.ac.uk/about-us/governance/safety/policy/org</a> )
Governing Body	Holds ultimate responsibility for health & safety (H&S) matters in the University.
Vice Chancellor (H&S Director)	As the 'H&S Director' on the Governing Body, the Vice-Chancellor is executively responsible for the success of the University health and safety management system, including the implementation of the University Health & Safety Policy, and ensuring that senior managers and other personnel adequately discharge their duties in accordance with the Policy.
University Secretary (H&S Champion)	Assists the H&S Director in the discharge of their responsibilities; promoting the H&S management system and maintaining a positive H&S culture throughout the University. Ensures that adequate resources are allocated to the management of H&S across the whole University. Chairs the University Health, Safety, Sustainability and Wellbeing Board meetings.
Senior staff: - Vice Chancellors Executive (VCE)  - Faculty Operating Officers (FOOs) and Directors of Professional Services (DoPS)	Accountable to 'H&S Director' for successful implementation of University H&S management system within their areas.  Accountable to VCE members for ensuring that adequate resources are allocated to the management of H&S and procedures & supporting codes of practice are being appropriately implemented. Chairs their respective Faculty / Directorate H&S committee meetings.

# University H&S Management Responsibilities

<u>Role</u>	<u>Responsibilities</u> (See also <a href="https://www.gre.ac.uk/about-us/governance/safety/policy/org">https://www.gre.ac.uk/about-us/governance/safety/policy/org</a> )
Associate Director of Health & Safety Services (ADHS)	<p>Acts as the University's lead competent person for the management of H&amp;S, advising the UHHSWB as such.</p> <p>Accountable to H&amp;S Champion for ensuring that the University has a defined/maintained H&amp;S management system, appropriate H&amp;S professional management and advice on H&amp;S matters &amp; performance.</p> <p>Manages the University H&amp;S Services team, who collectively advise management &amp; employees on all matters relating to H&amp;S, including reasonable adjustments.</p> <p>Provides an annual report to the University HSSWB and Governing Body.</p>
Fire Safety Officer (FSO)	<p>Accountable to ADHS for ensuring that the University has a defined / maintained fire safety management system; advising on all matters relating to fire safety.</p> <p>Liaises with EFD to provide up to date fire risk assessments</p>
Radiation Protection Officer (RPO)	<p>Manages arrangements for radiation risks in compliance with Regulations</p> <p>Advises the University HSSW Board of any recommendations made in the annual report from the <a href="#">University Radiation Protection &amp; Radioactive Waste Advisor</a></p>
Laser Safety Advisor (LSA)	<p>Advises on matters concerning laser safety.</p> <p>Provides an annual report to the University HSSW Board.</p>

# Faculty / Professional Service Responsibilities

Role	<u>Responsibilities</u> (See also <a href="https://www.gre.ac.uk/about-us/governance/safety/policy/org">https://www.gre.ac.uk/about-us/governance/safety/policy/org</a> )
Health and Safety Managers (HSMs) (May hold the job title of H&S Manager or H&S Advisor)	<p>Work with the FOO / DoPS to co-ordinate locally allocated resources for the management of H&amp;S.</p> <p>Accountable to the ADHS, HSMs ensure effective implementation of H&amp;S arrangements &amp; provide information on H&amp;S performance within their specified area; Ensuring that issues are considered locally, at senior management level, where appropriate.</p> <p>Ensuring the delivery of H&amp;S matters within their area of responsibility is consistent with the University H&amp;S management arrangements, identifying &amp; pursuing significant issues / deviations</p> <p>Evaluate &amp; monitor H&amp;S communication to validate their effectiveness for the level of risk in their area of responsibility.</p>
Health & safety Local Officers (HaSLOs)	<p>Appointed by FOO / DoPS to support the HSM in the implementation of local H&amp;S activities.</p> <p>Co-ordinate &amp; advise on local arrangements such as:</p> <ul style="list-style-type: none"> <li>- risk assessments (of academic/research/ support activities)</li> <li>- codes of practice, aligned to the University H&amp;S management system;</li> <li>- H&amp;S training;</li> <li>- monitoring H&amp;S performance</li> <li>- keeping of appropriate records.</li> </ul>

# Other H&S Role Holder Responsibilities

Roles	<u>Responsibilities</u> (See also <a href="https://www.gre.ac.uk/about-us/governance/safety/policy/org">https://www.gre.ac.uk/about-us/governance/safety/policy/org</a> )
Faculty Associate Deans of Research and Enterprise	Ensure that research staff/ students receive necessary H&S information. Ensure that H&S risks, precautions & associated costs are considered before applying for grants. Assist the FOOs in implementing H&S good practice in research. Work with HSM / HaSLO(s) to achieve the above arrangements.
Principle Investigators / Supervisors	Work with the HSM / HaSLO(s) to ensure H&S arrangements are included in all the phases of the project, i.e. from planning to completion.
Heads of School / Department / Service	Work with the HSM / HaSLO(s) to ensure that H&S risks are assessed before new work/protocols are introduced and that identified precautions are costed, implemented & regularly reviewed. Make sure that induction of new staff/students includes necessary H&S information and is regularly refreshed Discuss H&S issues at appropriate school /department/services meetings. Include H&S activities/ developmental needs during staff appraisals (where appropriate).