

## Health and Safety Local Officer Role & Responsibilities

It will be for each Faculty/Directorate/Unit to determine its requirements against the assessed level of risk. The standard set below is to be considered as the minimum requirements.

**Grade:** Grade SG6 (or equivalent) and above

**Appointed by:** Local Health & Safety Manager (HSM)

**Competency:** IOSH Working Safely (or equivalent, e.g. University Core H&S Course)

### Job Purpose:

- To support the Local HSM in ensuring a safe working environment within the Faculty / Directorate / Unit in support of the University's Corporate Strategy.
- To help local HSM to implement effective H&S arrangements; Ensuring the Faculty / Directorate / Unit meets its statutory obligations for health and safety and aims to surpass them where possible
- Assist the local HSM in meeting the requirements of the University H&S policy.

### Specific responsibilities:

- Be familiar with University H&S policies and attend appropriate training.
- Assist the local HSM with embedding Health and Safety across the Faculty/Directorate, to ensure a consistent, professional and positive approach to the management of health and safety, including the development of a high-performing and strong health and safety culture.
- Assist the local HSM with the implementation of local H&S arrangements, in line with the University Health and Safety Strategy and Plan. e.g. undertaking risk assessment of academic / research / support activities; drawing up local codes of practice that are aligned to the University H&S management system; conducting workplace inspections; monitoring H&S performance; assisting with incident investigations & keeping appropriate records.
- Reporting relevant H&S performance to the local HSM, including notifying of any problems or weakness.
- Be a member of the specified local H&S Committee and disseminate relevant information to appropriate staff and students.
- Assist the local HSM with H&S Unit audit / continuous improvement activities (e.g. Safety Statements, and HASMAP audits).
- Act as deputy, as required / in the event the HSM is not able to attend the University H&S Consultative Committee.