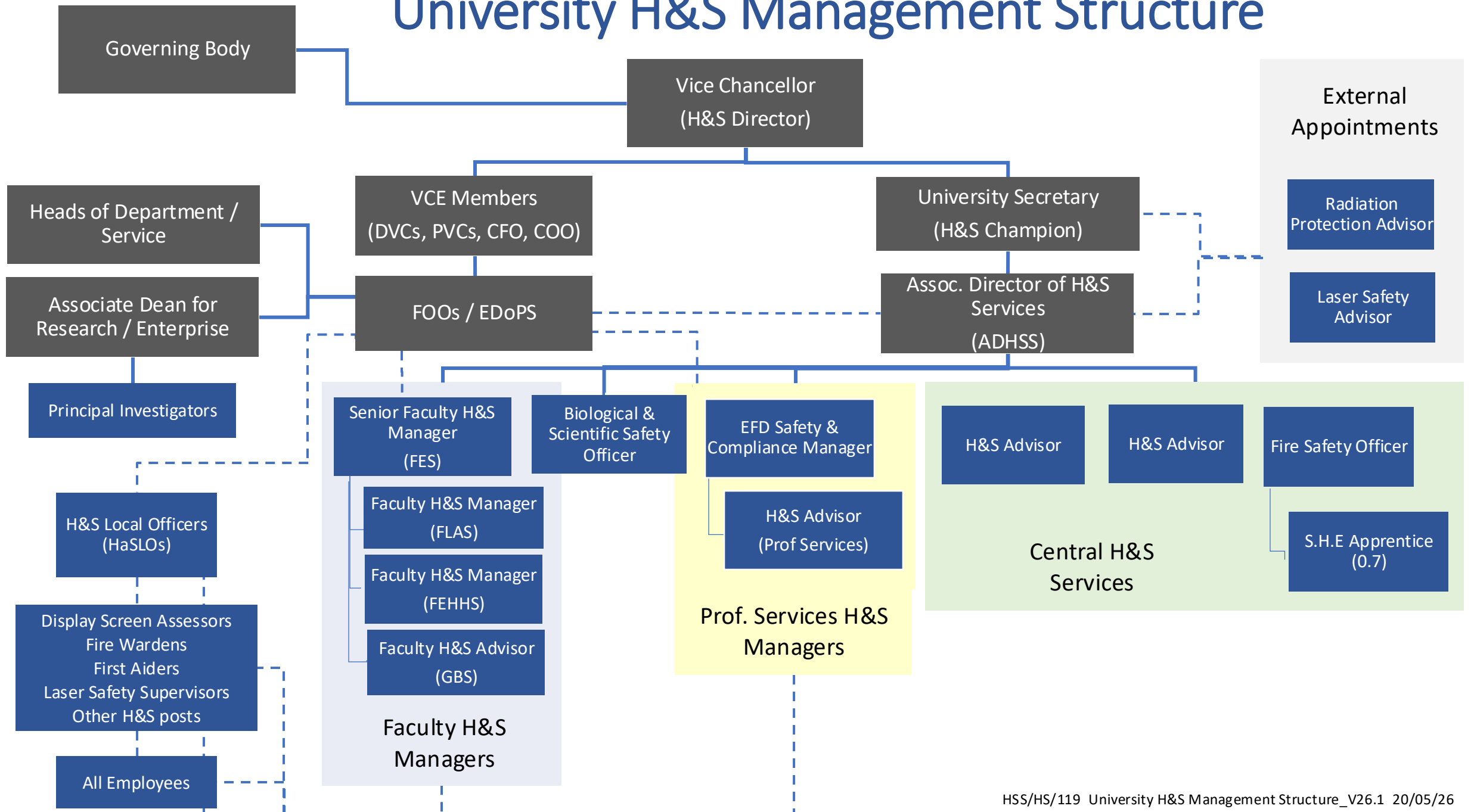


University H&S Management Structure



Senior Management H&S Responsibilities

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

Faculty / Professional Service Responsibilities

Role	<u>Responsibilities</u> (See also https://www.gre.ac.uk/about-us/governance/safety/policy/org)
University 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&S.</p> <p>Accountable to the ADHS.</p> <p>HSMs ensure effective implementation of H&S arrangements & provide information on H&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&S matters within their area of responsibility is consistent with the University H&S management arrangements, identifying & pursuing significant issues / deviations</p> <p>Evaluate & monitor H&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 implement local H&S activities</p> <p>Carry out, co-ordinate & advise on local arrangements such as:</p> <ul style="list-style-type: none">- risk assessments (of academic/research/ support activities)- codes of practice, aligned to the University H&S management system;- H&S training;- monitoring H&S performance- keeping of appropriate records.

Other H&S Role Holder Responsibilities

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