

## Head of school/service health and safety checklist

### 1. Scope

This document aims to provide a checklist for heads of school to follow outlining their health and safety responsibilities for members of staff and to provide sources of further information.

### Contents

Head of school/service health and safety checklist .....	1
1. Scope .....	1
2. Introduction.....	1
3. Checklist.....	2

### 2. Introduction

The head of school or service has the responsibility for the health and safety of all the staff he/she line manages and to others who may be affected by the work of the service or school.

The head must make suitable and sufficient enquiries that other duty holders providing services to the service or school are adequately meeting their duties. Other duty holders will include school managers, facilities managers and line managers.

Heads of school/service health and safety responsibilities are outlined in the University document Health and safety Policies, Responsibilities and Organisation available at; <http://www.bristol.ac.uk/safety/policies/>

Members of staff also have a responsibility to take reasonable care of their own health and safety and that of others who may be affected by what you do or do not do. Staff must co-operate with their line manager and head of school/service on health and safety matters.

### 3. Checklist

Heads of school/service health and safety checklist		
Task	University guidance	Links
<p><b>Appointment of a school/service safety advisor (SSA)</b></p> <p>Heads of school/service should ensure where appropriate that a safety advisor for their area has been appointed and is competent in the role. The role of the School or Service Safety Advisor is to create and maintain the health and safety management system for the School and Service on behalf of the head of school or service. The head of school service must ensure that sufficient resources are available to the SSA to enable that person to function in the role effectively. The head of school/service will by default assume the role of the SSA unless an appointment is made.</p> <p>In schools the safety advisor maybe managed by the school manager.</p>	<ul style="list-style-type: none"> <li>School or service safety advisor role</li> </ul>	<ul style="list-style-type: none"> <li><a href="http://www.bristol.ac.uk/safety/media/gn/sa-role-gn.pdf">http://www.bristol.ac.uk/safety/media/gn/sa-role-gn.pdf</a></li> </ul>
<p><b>Local rules document</b></p> <p>Heads of school/service must ensure that local rules are in place which are monitored and reviewed on an annual basis.</p> <p>The local rules provide information for staff on how health and safety is managed in their area, outlines responsibilities for health and safety and provides a framework on how each area complies with legislation and with the University's health and safety policy statement.</p>	<ul style="list-style-type: none"> <li>Statement of health and safety policy</li> <li>Local rules template for schools and faculties</li> <li>Local rules template for support services and process owners</li> </ul>	<ul style="list-style-type: none"> <li><a href="http://www.bristol.ac.uk/safety/media/po/safety-policy-po.pdf">http://www.bristol.ac.uk/safety/media/po/safety-policy-po.pdf</a></li> <li><a href="http://www.bristol.ac.uk/safety/media/gn/local-rules-sf-gn.doc">http://www.bristol.ac.uk/safety/media/gn/local-rules-sf-gn.doc</a></li> <li><a href="http://www.bristol.ac.uk/safety/media/gn/local-rules-sspo-gn.doc">http://www.bristol.ac.uk/safety/media/gn/local-rules-sspo-gn.doc</a></li> </ul>
<p><b>Health and safety committee</b></p> <p>Heads of school/service must ensure that staff are consulted on matters that may affect health and safety. This requirement will either be satisfied by having a regular agenda item at school or section management meetings, or, where the health and safety risk profile makes it appropriate, to establish a specific school or section health and safety committee. The meeting or committee must be held at least three times per year. Feedback to, and communication with, staff who work away from the school or section's primary premises should be addressed. Where identified for the school or section, Trade Union Safety Representatives must be consulted concerning the introduction of any measure at the workplace which may substantially affect health and safety and must be invited to attend the school or section health and safety meeting or committee.</p>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

<p><b>Joint working agreement</b></p> <p>The Management of Health and Safety at Work Regulations 1999 require that where two or more employers share a workplace (either on a permanent or temporary basis), all involved have to co-operate and co-ordinate their activities to ensure that all their health and safety obligations are met. It is the responsibility of the head of school/service to ensure that a shared workplace health and safety agreement is in place.</p> <p>A combined set of local rules between the Head of School (for the academic staff) and the School Manager (for the administrative staff) will meet this requirement.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Risk assessments</b></p> <p>The head of school/service is responsible for ensuring that there is a management system in place to ensure that risk assessments are completed for specific job hazards where control measures are not outlined in the local rules document.</p> <p>Heads of school will need to take responsibility for academic related areas including for example off-site activities such as field courses. Support service areas will be the responsibility of the school manager.</p>	<ul style="list-style-type: none"> <li>• University risk assessment policy, details available on the Health and Safety Office website</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="http://www.bristol.ac.uk/safety/media/po/racop-po.pdf">http://www.bristol.ac.uk/safety/media/po/racop-po.pdf</a></li> </ul>
<p><b>Workplace inspection</b></p> <p>It is the responsibility of the head of school/service that a management system is in place to ensure that each workplace is regularly inspected to ensure a safe working environment and any remedial actions undertaken.</p> <p>Inspections should be undertaken by the person in charge of a particular area, this is particularly important for high risk areas such as laboratories and workshops.</p> <p>Communal areas and offices could be undertaken by the SSA.</p> <p>Facilities managers undertake regular inspections of the buildings that they are responsible for relating to building matters.</p> <p>The head of school/service needs to be aware of the findings of these inspections to ensure that work areas are without serious health and safety risks. This can be put into practice by communication between the facilities manager and the head of school (or the SSA as their representative).</p> <p>It is good practice for a head of school/service to regularly tour their areas to reassure themselves that the standard of housekeeping and the activities reflect the standard of safety, health protection and welfare</p>	<ul style="list-style-type: none"> <li>• Example forms for workshops, office areas and laboratories are available on the Health and Safety Office website.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="http://www.bristol.ac.uk/safety/guidance/">http://www.bristol.ac.uk/safety/guidance/</a></li> </ul> <p>Laboratory, office and workshop inspections are available under the management tab.</p>

arrangements that they consider to be appropriate.		
<p><b>Health and safety plan of work</b></p> <p>The head of school/service is responsible (with the school manager, if appropriate) to ensure that the health and safety management system in place has a plan of work. This plan of work will outline current health and safety issues that are being dealt with, may outline the means to address compliance issues highlighted by audits or actions raised by the school/section health and safety committee. The action plan outlines a method of communicating issues up the management chain.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Audits</b></p> <p>Health and Safety Office audits concentrate on assessing the effectiveness of school, faculty, residence or facility procedures in meeting the requirements of University health and safety policies and therefore satisfying statutory provisions. Auditing and monitoring are therefore essential management tools in the implementation and development of safety systems and promoting a good health and safety culture at the University.</p> <p>It is the responsibility of the head of school/service to agree (with the school manager, if appropriate) the findings of the health and safety audit, develop an action plan to address any concerns or non-compliance issues and to inform their line manager of the action plan. The findings of any audit will be reported to University council via the Personnel and Health and Safety Committee where it is expected that the head of school/service will provide an action plan to address any audit issues if appropriate.</p>	<ul style="list-style-type: none"> <li>• The Health and Safety Office website contains an auditing section which provides a copy of the latest auditing form.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="http://www.bris.ac.uk/safety/auditing/">http://www.bris.ac.uk/safety/auditing/</a></li> <li>•</li> </ul>
<p><b>Maintenance of equipment</b></p> <p>Each head of school/service is responsible for ensuring that there is a management system in place to ensure that all school/service equipment is maintained in a safe condition, all necessary statutory inspections are undertaken and that any equipment defects are auctioned. repairs are auctioned.</p>		
<p><b>Training and competence</b></p> <p>Heads of school/service are responsible for ensuring that there is a management system in place for ensuring that their members of staff are competent in their role. This will include ensuring that they have sufficient training, information and supervision to carry out their role safely.</p>	<ul style="list-style-type: none"> <li>• Health and Safety Office website provides guidance on training and links to e learning packages including fire safety, manual handling and setting up your workstation.</li> <li>• Staff Development list training courses available for</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="http://www.bristol.ac.uk/safety/training/">http://www.bristol.ac.uk/safety/training/</a></li> <li>• <a href="http://staffdev.ilrt.bris.ac.uk/staffdevelopment/courses/directory">http://staffdev.ilrt.bris.ac.uk/staffdevelopment/courses/directory</a></li> </ul>

	<p>members of staff on a variety of health and safety topics. Booking is on-line available on the Staff development website.</p> <ul style="list-style-type: none"> <li>Bespoke training can be arranged by contacting a member of the Health and Safety Office</li> </ul>	<p><a href="/courselist.pl?sect=st&amp;sort=xname&amp;updown=asc">/courselist.pl?sect=st&amp;sort=xname&amp;updown=asc</a></p>
<p><b>Health surveillance</b></p> <p>Heads of school/service are responsible for ensuring that there is a management system in place to ensure that any hazards to health are identified through risk assessment. If the hazard cannot be completely controlled and risks remain further steps will need to be taken to protect employees, one of which is health surveillance.</p> <p>Examples of health surveillance programmes include; noise, vibration, animal allergens, solvents, fumes and dust and biological agents.</p>	<ul style="list-style-type: none"> <li>Further advice on health surveillance is available from the University Occupational Health Service.</li> </ul>	<ul style="list-style-type: none"> <li><a href="http://www.bristol.ac.uk/safety/health/">http://www.bristol.ac.uk/safety/health/</a></li> </ul>
<p><b>Accidents and incidents</b></p> <p>Heads of school/service are responsible for ensuring that there is a management system in place to report and investigate any accident or incident to a member of staff or student.</p> <p>The management system may pass the responsibility of any accident recording, investigation and monitoring to the SSA. However, heads of school/service must ensure that there is a method in place which ensures that they are aware of all accidents and incidents. This may be through the school/service health and safety committee of meeting with serious incidents being reported to them immediately.</p>	<ul style="list-style-type: none"> <li>The Health and Safety Office website contains guidance and an accident/incident form.</li> </ul>	<ul style="list-style-type: none"> <li><a href="http://www.bristol.ac.uk/safety/guidance/">http://www.bristol.ac.uk/safety/guidance/</a></li> </ul>
<p><b>Health and safety monitoring and reporting</b></p> <p>Each head of school/service must implement a method of assuring themselves and therefore senior management that they are aware of the extent of the major risks due to the work of the school/service and the way in which they are being controlled. It is good practice to report at least annually to their line manager on aspects of the implementation of the health and safety policy within their area of responsibility.</p> <p>This will involve ensuring that the management system is reviewed regularly, effective monitoring is in place and that there is a method of issues being reported to them.</p>		