

Responsibilities of Key Personnel

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1 Introduction

- 1.1 All employers have responsibility for the health, safety and wellbeing of all their employees and others, including visitors and contractors who may be affected by their work activities. Employees, students and apprentices also have responsibilities for their own health and safety and that of others who may be affected by their actions or omissions. This section details the health and safety responsibilities for key personnel within Leeds Trinity University

2 Board of Governors

- 2.1 The University Board of Governors has overall responsibility for the health, safety and wellbeing (HSW) of everyone affected by the activities of Leeds Trinity University, both on and off campus. It is responsible for ensuring:
- The University has a suitable HSW Policy and that arrangements are in place to implement the policy
 - Employees are consulted on matters of HSW either directly, or through its HSW Committee at which they are adequately represented
 - The Chief Operating Officer is allocated with executive responsibility for achieving the University's HSW objectives
 - HSW management systems, policies and procedures are developed and implemented and provide leadership to maintain a positive culture of HSW

3 Leadership Team, Heads of Service and Heads of School

- 3.1 All Senior Executives, Directors, Heads of Service and Heads of School have responsibility for ensuring compliance with the University's HSW Policy and management systems, legal requirements and have responsibility in their individual areas of control to ensure they:
- Provide leadership and governance to support and maintain the HSW culture
 - Support and Chair where appropriate relevant HSW communication groups and ensure effective communication with employees and their representatives
 - Provide adequate resources including financial for managing HSW
 - Ensure personnel receive adequate HSW information, instruction and training to ensure they are competent to carry out their role/duties
 - Address any shortcomings, breaches or otherwise of HSW
 - Delegate implementation of HSW tasks in their areas to Line Managers (anyone at the University who controls research, budgets, workspace or people including staff, apprentices, visitors or Contractors) or Academic Tutors (any Academic staff member with control over a student or group of students or apprentices either on/off campus including all elements of a research or teaching programme)

4 Line Managers/Academic Tutors

4.1 All Line Managers and Academic Tutors (defined above) will ensure:

- The requirements of the HSW policy are applied and maintained within their individual areas
- Suitable and sufficient risk assessments are carried out, with controls implemented which are regularly reviewed and communicated effectively
- Ensure competence of staff within their areas by providing adequate HSW information, instruction and training in all relevant tasks
- Raise any HSW concerns or issues with their manager
- All research activities are planned, assessed, monitored and controlled with regard to HSW, including ensuring that any staff or students undertaking activities for the University receive adequate HSW training and support as appropriate

5 All Staff, Students and Apprentices

5.1 All staff, students and apprentices have a responsibility to:

- Make themselves aware of the HSW Policy, and relevant policies procedures and follow these
- Take reasonable care to look after their own health and safety and that of others
- Not engage in any activity which could harm themselves or others
- Not interfere with or misuse anything provided for HSW
- Raise any concerns or issues relating to health and safety with their line manager/academic tutor as appropriate
- Co-operate with the University in matters of Health and Safety including participating in all HSW training as required

6 Contractors and Visitors

6.1 All Contractors and Visitors on University premises must:

- Comply with all HSW requirements, policies and procedures whilst on University premises
- Follow instructions and information provided in the interests of HSW
- Raise any issues /concerns of HSW with their contract supervisor or host which may affect or be affected by their work or study
- Not interfere with or misuse anything provided for HSW

7 Director of Estates and Facilities

7.1 In addition to the general responsibilities as a Director and member of staff, the Director of Estates and Facilities is responsible for ensuring that:

- Arrangements are in place to create and maintain a safe Estates infrastructure including as appropriate buildings, roads footpaths, external areas and plant and machinery under his/her area of control
- University premises leased or let to a third party comply with HSW requirements and are monitored to ensure HSW

8 Director of Human Resources

8.1 In addition to the general responsibilities as a Director and member of staff, the Director of Human Resources is responsible for:

- Promoting a positive HSW culture across the University
- Developing HSW strategies and ensuring adequate resources are allocated to implement these
- Directing the work of the function of HSW

9 Health & Safety Officer

9.1 In addition to the general responsibilities as a member of staff, the Health & Safety Officer is responsible for:

- Acting as the University's Competent Person for HSW
- Developing and implementing and reviewing the HSW and associated HSW procedures
- Working with the Director of Human Resources on developing HSW strategies and advising where resources are required in order to achieve these
- Providing support to all staff and students on all matters of HSW and arranging training where necessary

10 Safety Representatives

10.1 The University will provide the necessary consultation, communication support and resources to allow Safety representatives to carry out their roles.