

## **School Health and Safety Coordinator**

### **Job Description**

- To have an overview of Health and Safety activities in the School, on behalf of the Head of School, and to support the Departmental AHSCs and Heads of Department in ensuring that University Health and Safety regulations are adhered to and enforced if necessary.
- To convene and Chair regular School Health and Safety meetings, to promote and share good practice and discuss new guidance /H&S initiatives, and to make sure that these are carried out.
- To give regular reports to the Head of School, informing him of any developments or issues which might be detrimental to safe practices within the School.
- To attend the School Steering Committee once a year to report back on Health and Safety issues.
- To authorise risk assessments for activities and other matters on behalf of the Head of School, seeking advice of AHSCs where relevant, and to report back to the Head of School if necessary.
- To be responsible for reports and audits, working with AHSCs to make sure that meetings are organised with relevant staff and reports are drafted within timescales, working with AHSCs and other representatives as required.

### **Support received:**

The PA to the Head of School will support this post in arranging regular School Health and Safety committee meetings and taking minutes at these meetings.

### **School Health and Safety Committee Structure:**

- School Health and Safety Coordinator (Chair)
- PA to the Head of School (Minute Secretary)
- Department Area Health and Safety Coordinators

### **Meetings to be held every 6 months.**

Recommended Agenda:

1. Matters arising
2. Reporting back on activities and compliance (using list – to be provided)
3. Changes to Health and Safety Procedures / Policy and sharing of good practice
4. Reports on progress to yearly improvement requirements (from Audit)
5. Any other business

Minutes to be circulated to the committee members, Heads of School/Department and staff meeting papers.

School Health and Safety Coordinator to report back to the Head of School after these meetings (to be arranged by PA), and to report to the School's Steering Committee in the Summer term (to be arranged by PA)

**Any incidents, problems or non-compliance issues to be reported to the Head of School immediately.**