**Example Health and Safety Co-ordinator/Champion Role**

The number of Departmental Safety Staff necessary within a School or Professional Support (PSD) will vary depending on its size and risk level and can include an overarching School/Directorate H&S co-ordinator/champion and local departmental H&S co-ordinators/champions, fire wardens, assessors and others such as competent Radiation Protection Supervisors etc.

The role of the health and safety co-ordinator/champion is to assist the senior management team in the implementation of appropriate health and safety management and an example of the role may include:

* Providing advice on compliance with relevant health and safety legislation, policies and the associated arrangements for the local management of health and safety
* Attendance at the School/Directorate H&S Committee and work closely with the senior management team and local H&S co-ordinators/champions to assist in the implementation of local arrangements, for example, risk assessments, H&S inspections, accident reporting etc.
* Liaising with the University Health and Safety Team and other specialist advisers on health and safety matters, including the facilitation of health and safety audits.
* Carrying out any other relevant health and safety duties that may be assigned by the School Dean or Head of PSD in support of the School/PSD H&S Management system.
* Carrying out inspections
* Assisting in the investigation of accidents within the School/Department
* Assisting H&S Specialists in the identification of H&S training needs and delivery of training

This is not an exhaustive list and may be tailored to the specific requirements of a particular School/PSD as necessary.

Where the H&S Co-ordinator is the Chair of a School/PSD H&S Committee additional duties are required including assisting with the production of a twice-yearly health and safety performance report and attendance at any University Health and Safety meetings for Co-ordinators.

Currently this role has an allocation of 30 units approx. 2 hours per week.