**Extract from Safety, Health and Wellbeing Policy**

**4.6 Deans of Schools, Directors, Heads of Professional Support Departments and Managers**

Deans of Schools, Directors, Heads of Professional Support Departments and Managers must, within their own areas of responsibility and control:

o Ensure that the requirements of this policy are augmented by a written policy statement of the local arrangements for the management of health and safety based on University requirements and an assessment of the risks related to the relevant work activities

o Clearly define health and safety arrangements for the local management of health and safety including developing, maintaining and improving the health and safety management system and for maintaining awareness of relevant legislation, standards and codes of practice

o Ensure that a clear framework of standards, procedures, and systems exist and are employed to comply with the requirements of this policy document and associated procedures and arrangements

o Establish local health and safety consultative arrangements

o Define health and safety performance standards, take remedial action where necessary and establish monitoring procedures for the implementation of health and safety matters

o Ensure that adequate arrangements are in place to support positive health and wellbeing through good management practice and support for staff

o Ensure that a twice yearly report, on health and safety performance, is submitted to the relevant Executive Member and the Director of People

o Ensure that staff are competent to carry out their duties by providing the necessary information, instruction, training and supervision

o Access and consider health and safety advice from the central University Health and Safety Advisor, other specialist Advisors and/or local health and safety co‐ordinators/champions as appropriate

o Ensure that health and safety standards are complied with and staff and students are kept fully informed of health and safety issues

o Ensure the relevant School and Professional Support Department co‐ordinator, champion or management representative attends the University Health and Safety Forum to enable the sharing of best practice and provide continuity to the planning process

o Provide personal visible leadership in health and safety management

**4.7 All Managers**

All managers must, within their own areas of responsibility and control:

o Be aware of their local health and safety policy, procedures and potential risks in their area of responsibility and control

o Know the University and local health and safety arrangements, including departmental health and safety co‐ordinators/champions, general and specific risk assessors and fire wardens

o Ensure staff complete the required health and safety training, general and specific risk assessments are conducted, inspections undertaken and accidents/near misses are reported

o Know where to access further information, advice and support, at a University and local level

o Be aware of the arrangements in place to support staff health and wellbeing and that staff are aware of the support services available