



University of
St Andrews

Safety co-ordinator role description template

Document type	Procedure
Scope (applies to)	All staff
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Approver	Head of EHSS
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School / unit	Environmental Health and Safety Services
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Information classification	Public
Equality impact assessment	None
Key terms	Health and safety/Hazard identification and risk assessment
Purpose	This is a template for the duties of a School/Unit safety co-ordinator

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
V1.0	Revision	Draft	Paul Szawlowski	27/06/2019

Job Description: **SCHOOLS/BUILDING/RESIDENCE/UNIT
SAFETY CO-ORDINATOR**

It must be stressed that this section does not imply that the Safety co-ordinator has to carry out personally all the tasks indicated. In large Schools/areas the duties may require several employees acting in a co-ordinator manner to perform them. The Head must nominate the personnel required to carry out the tasks and the Safety Co-ordinator should then monitor, on behalf of the Head, that the tasks are being satisfactorily completed.

The Safety Co-ordinator's duties should include:

1. Being fully familiar with the University's Health and Safety Policy and the School/Building/Residence/Unit's health and safety policy(s).
2. Providing advice to members of the School/Building/Residence/Unit on matters of occupational health and safety and, in particular, advising the Head on the formulation and revision of the School/Building/Residence/Unit health and safety policy and procedures.
3. Acting with the delegated authority of the Head in matters of urgency.
4. Referring promptly to the Head, or the University Safety Adviser, any health and safety problems, which cannot be resolved locally on a time-scale commensurate with the risk.
5. Liaising with the University Safety Adviser and other central advisers for health and safety matters.
6. Attending (ex officio) meetings of the School/Building/Residence/Unit Health and Safety Committee.
7. Conducting or co-ordinating systematic health and safety inspections and accident investigations (with Safety Representatives of the recognised Trade Unions having employees working the School/area), to identify unsafe or unhealthy conditions or work practices, and monitoring that preventative action is recommended and pursued.
8. Ensuring that accidents and near misses are reported and investigated.
9. Disseminating health and safety information and reports to appropriate members of School/Building/Residence/Unit staff and students.
10. Ensuring that new members of the School/Building/Residence/Unit receive adequate induction with respect to health and safety matters.

11. Identifying members of the School/Building/Residence/Unit for appropriate:

- health and safety training events;
- occupational health medical surveillance; and
- liaison with other internal or external health and safety specialists

12. Monitoring in the School/Building/Residence/Unit that:

- a high standard of housekeeping is maintained;
- adequate precautions are taken regarding any special existing or new hazards;
- adequate precautions are taken regarding any changes to be made;
- plant, equipment and processes are being maintained as required by any relevant statutory provisions;
- staff and students are suitably informed, instructed and trained;
- adequate health and safety records are maintained where appropriate, i.e. as required by relevant statutory provisions or by University or School/Building/Residence/Unit health and safety policy;
- safe working practices and procedures, together with any necessary risk assessments for project work (especially for postgraduate students), are complied with;
- personal protective equipment needs are assessed and that sufficient suitable personal equipment is available and used;
- systems are set up and maintained to check that health and safety facilities such as first-aid boxes, fire fighting equipment, etc. are provided and maintained in a readily usable condition; and
- other aspects, which legislation or University School/Building/Residence/Unit policy may dictate, are catered for.

13. Reviewing periodically health and safety procedures within the School/Building/Residence/Unit;

14. Such other health and safety duties which may be assigned by the Head.

Signature Date

(Safety Co-ordinator)

Signature Date

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(Head of School/Unit)

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