



## **PART 2**

# **INTRODUCTION ROLES AND RESPONSIBILITIES**

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# 1. ROLES AND RESPONSIBILITIES AND ORGANISATIONAL STRUCTURE

## 1.1 Introduction

The safety of all staff, students and visitors to the University is essential to us being able to do our jobs and carrying out our day to day business as a Directorate. Key to this is a clear understanding of the roles and responsibilities of all members of staff within the Directorate in ensuring that we have a safe working environment.

The University has standard Health and Safety policies and protocols in place which must be adhered to and form part of the institution's legal compliance duties. These policies apply equally to all Schools and Directorates. However DASA also has responsibility for the management and operations of two buildings; the Student Guidance Centre (SGC) and the Graduate School.

The purpose of this document is to outline clearly who is responsible for the various elements of Health and Safety across the Directorate. This includes specific responsibility for areas within the SGC and Graduate School including communal/open plan areas and departmental workspace.

Those who have specific responsibilities for Health and Safety are:

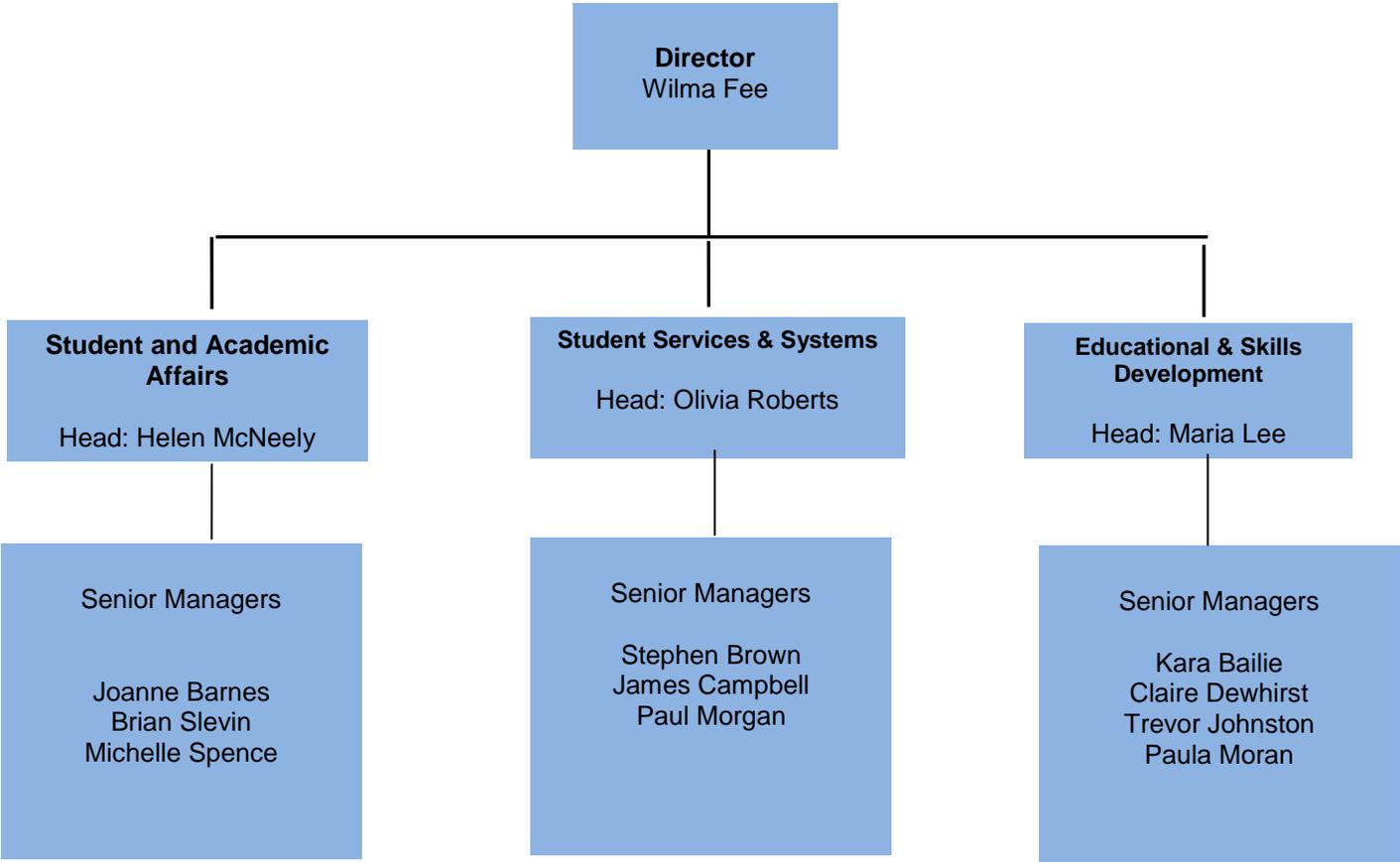
- The Director and Senior Management Team
- DASA Health and Safety Coordinators
- The SGC and Graduate School Management Teams
- Departmental Managers/Service Heads
- Individual members of staff.

## 1.2 The Director and Senior Management Team

The Director, along with the Senior Management Team (SMT), has overall responsibility to ensure that Health and Safety requirements are met across the Directorate. This includes:

- Developing and implementing a Health and Safety management plan for the Directorate
- Appointing two Health and Safety Coordinators to oversee the implementation of the development plan
- Signing off on the annual Health and Safety self-audit and subsequent recommendations
- Through members of SMT, ensuring that staff with specific responsibilities for Health and Safety are trained on a regular basis in order to carry out their roles appropriately
- Receive an annual Health and Safety briefing for all Senior Staff.

**DIRECTORATE OF ACADEMIC AND STUDENT AFFAIRS SENIOR MANAGEMENT TEAM  
STRUCTURE**



### 1.3 Health and Safety Coordinators

The Directorate has two H&S Coordinators, Helen McNeely ([h.mcneely@qub.ac.uk](mailto:h.mcneely@qub.ac.uk)) and Paul Morgan ([p.morgan@qub.ac.uk](mailto:p.morgan@qub.ac.uk)), who act in an advisory and consultative role and whose responsibilities are as follows:

- Through SMT the day to day implementation and monitoring of Health and Safety matters within the Directorate.
- Co-ordinating the annual audit of Health and Safety on behalf of the Director.
- Through the SMT recommending amendments and modifications to H&S practices.
- Through the SMT checking compliance with H&S protocols.
- Through the SMT ensuring that each area has named first aiders, fire marshals and fire evacuation controllers.
- Ensuring that DASA Health and Safety documents are updated on an annual basis and/or when H&S requirements change. This includes ensuring that those responsible for the Graduate School and SGC operations manuals have reviewed content in a timely manner.
- To recommend to the Director areas of concern and/or non-compliance.
- Through the SMT Compilation and review of DASA H&S Training Matrix.

### 1.4 The SGC and Graduate School Management Team

Both the Graduate School and SGC have designated officers who oversee the management of communal areas as well as the operational documentation for managing the buildings.

Graduate School Manager: Kara Bailie  
Graduate Operations: Nicole Mullholland

SGC Manager: Joanne Barnes  
SGC Operations: Julie Ann Hamilton and Carrie Hall

Communal areas include: meeting rooms, foyer spaces, informal seating areas, kitchens, toilets, dedicated staff areas, shared reprographics areas, corridors and stairwells.

The Operational Manuals are core documents for each building and **should be given to each new member of staff as part of their induction**. Responsibilities for the Management Teams include:

- Updating the Health and Safety information in the Operational Manual on an ongoing basis, minimum once per year, and issuing to all staff in the building.
- Ensuring managers have received a copy of the Operations Manual and assist departmental managers in giving new staff a tour of the building(s).
- Through Information Assistants, carry out weekly Health and Safety checks of communal areas including kitchens, toilets and open plan public areas.
- Log weekly and monthly checks on the DASA Health and Safety Share Point site.
- Graduate School and SGC management teams are **NOT** responsible for keeping communal areas safe – that is for the respective users. Their role is to report any breaches of Health and Safety. Information Assistants follow a prescribed check list which is attached at Appendix E for reference.

- Graduate School and SGC management teams are **NOT** responsible for the Health and Safety of work areas other than their own. They can however supply advice on how to, for example, arrange the disposal of broken or unwanted furniture which can be a trip or fire hazard.

#### 1.5 Building Liaison Officers

##### Graduate School: TBC and Student Guidance Centre: Carrie Hall

- Organise Annual Portable Appliance Testing (PAT) on all portable electrical equipment.
- Provide advice on the safe removal of confidential waste and unwanted furniture.
- Request action via Planon for activities that relate to the operation of the building, not an individual service. For example, power issues in the kitchen, plumbing issues in the toilet.

#### 1.6 Service Liaison Officers

Within the Student Guidance Centre, there are at least 8 different service areas across 2 directorates, all undertaking a varying range of activities.

There is responsibility within each individual service area for removal of confidential waste, unwanted furniture and other activities that require a request from Estates (using Planon) or Safety Services. This may include activities conducted by the service area in another building, e.g. setting up examinations, providing support to a student in their School.

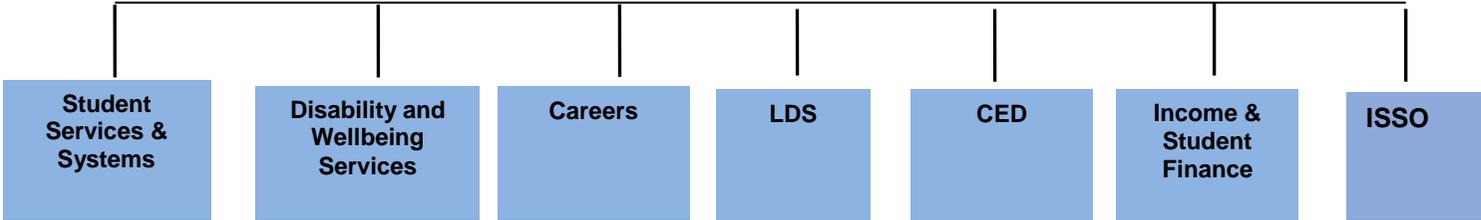
Within each service area in the SGC, a 'Service Liaison Officer' should be designated, who will have access to Planon for activities relating to their particular service area.

**Building Liaison Officers**

**Nicole  
Mullholland  
Graduate School**

**Carrie Hall  
SGC**

**Service Liaison Officers SGC**



## 1.7 Manager's Responsibilities

While Health and Safety is the responsibility of all staff, the onus is on Directorate Heads of Service or nominee/Heads of Department/Team Leaders\* or nominee to take responsibility for compliance within their own department. The following is a list of these responsibilities and actions for implementation. The actions should be recorded on the attached checklist (Appendix A) and uploaded to the DASA Health and Safety Share Point site:

\*NB – the term Manager is used throughout the rest of this document and refers to anyone who has line management or supervisory responsibility for other members of staff, student staff or consultant. Each Division uses different terms such as Team Leader, Head of Department or Head of Service therefore for the sake of continuity the term manager is used in this generic document. If you are not sure if the manager's responsibilities fall to you or your Head of Division – please clarify locally. In general however, managers would normally refer to those who sit on the DASA Senior Operational Team.

### **General Duties**

#### Health and Safety General

Ensure that all new members of staff are given a Health and Safety Briefing using the DASA New Staff Handbook, the SGC/Graduate School Operations Manual where relevant and any other standard documents made available through Safety Services. Staff should be made aware of the University's no smoking policy and their responsibility in switching off electrical equipment, particularly at holidays.

#### H&S arrangements.

Be aware of staff in your area who carry out a Directorate/building role, such as First Aider, Fire Marshal, etc. These are set out in the SGC/Graduate School Operational Manuals.

Advise H&S Coordinators if staff who work in the department but who also act as a First Aider or Fire Marshal leave DASA, so that a replacement can be found.

#### Accidents and near misses.

All accidents and near misses must be recorded in the IRIS system and details of the incident emailed to line manager for action and notification to Health and Safety Coordinators. If you are based in the SGC or Graduate School, a copy should also be sent to the Centre Manager.

### **Department Work Space**

#### Work Area

Annual Portable Appliance Testing (PAT) is a statutory requirement on all electrical equipment. This annual test is organised by the individual department Building/Service Liaison Officer (B/SLO).

However managers need to confirm with respective B/SLO that all electrical equipment has been tested. The B/SLO will hold lists of equipment tested. Staff are

not permitted to bring in to work additional equipment such as kettles or coffee makers. As there is a cost and fire hazard associated with this equipment, it should not be permitted except in communal areas, without the permission of the Centre Manager.

Managers should ensure that staff are aware that equipment is evenly spread across electrical sockets and additional capacity installed if current provisions are insufficient. They should also ensure there are no trailing cables in staff work areas. Staff should not bring in to work unauthorised and un-tested electrical equipment.

### Workstation areas

Advise staff to keep their workstation and under desk areas tidy by safe disposal of items or by moving items to storage areas. Draw attention to the dangers of causing injury by tripping on items or storing heavy items above head height.

In particular ensure that storage practice would not impede safe egress during a fire evacuation and that evacuation routes are not blocked, or causing a hazard for a member of staff with a visual impairment or mobility difficulty.

### Broken and unstable furniture

Staff should be made aware of their responsibilities in reporting any broken and unstable furniture which may risk injury. All broken furniture should be labelled as unfit for use and arrangements must be made to have the item safely stored and removed. Your BLO can assist with this process.

### Confidential Waste Bags

Highlight to staff the importance of leaving confidential waste in secure and non-obstructive areas, and not putting it out for collection in advance of 5pm the previous evening. This is not only a safety issue but a major data protection concern. The location, date and time of confidential waste removal should be in the Centre Operations Manual.

### Storage

Ensure items are stored correctly and not at a height so that staff do not have to reach for items above head height, causing a risk of straining themselves or items falling and causing injury. Please consider what items need to be stored as space is at a premium in all buildings. Any items stored in the stairwells must only be done so with permission of the Centre Manager and in accordance with fire regulations. This includes storing items in fire retardant cupboards.

### Kitchen

Managers should ensure staff are aware of their responsibilities in following kitchen protocols.

### Fire Safety

#### Annual Fire Drill

Managers should ensure staff are aware of the policy on annual fire drills organised by the Fire Evacuation Controller and University Fire Safety Officer.

## Fire Evacuation

Managers should ensure staff are aware of their responsibilities with compliance with evacuation procedures using designated egress routes assigned to their particular building. This includes ensuring any staff with mobility issues have completed a PEEP for the relevant building and that their evacuation needs are known to the Fire Marshalls.

## Non compliance

Report and / or take action if team members do not comply with fire practices – planned or otherwise

### 1.8 Individual Responsibilities

Whilst there are responsibilities specifically owned by departmental managers and tasked staff, it is up to all staff to help prevent unnecessary situations by being aware of their surroundings, working in a way that does not create fire/health and safety hazards and reporting any potential risks before they present a risk to staff.

Individual staff are required:

- to take reasonable care of their own health and safety and that of others who may be affected by their own acts or omissions
- to familiarise themselves with any relevant Health and Safety Policies/Procedures
- to co-operate with the Directorate and its officers to enable the Directorate to comply with its statutory obligations
- to use equipment and machinery in accordance with the instructions and training that they have received
- to inform their manager or supervising member of staff of any dangers or shortcomings in the health and safety arrangements, even if there is no risk of immediate danger
- not to intentionally and recklessly misuse or interfere with anything provided in the interest of health, safety and welfare.

### 1.9 Members of the Public/Visitors to the Directorate

The Directorate must take such care as is reasonable in the circumstances to ensure the health and safety of members of the public and visitors to the Directorate. In order to meet these responsibilities, the Directorate must take such steps as is reasonable to:

- provide safe access/egress
- control work processes such that visitors are safeguarded against hazards presented to them by the Directorate's activities
- control hazardous areas by means of excluding or restricting access
- ensure risk assessments are conducted for all major events (including those managed by outside bodies).

2. Health and Safety Training

The University Safety Service offers a range of courses at set times throughout the year. Full details about the courses and course registration can be obtained through Queen's Online at the following link.

<https://www.qub.ac.uk/directorates/EstatesDirectorate/UniversitySafetyService/SafetyTrainingCourses/>

3. Health and Safety Manual Review

The Health and Safety Coordinators will review the Health and Safety Manual annually in partnership with both the DASA Senior Management Team and the University Health and Safety Manager in order to ensure that it continues to meet the needs of the Directorate and to recommend any changes considered necessary.