Health and Safety Co-ordinator (HSC) Duties

The role of the appointed Health and Safety Co-ordinator supports the Director/Head of School or Head of College with their responsibility for the health and safety of staff, students, visitors and the public in their Areas. (The term 'Area' refers to a department/school or a college office's physical space and its undertaking as per the University Health, Safety and Wellbeing Policy).

The role is delivered in the same manner in all areas, as described below, however it may be varied for the following two reasons

- by the nature of the area's risk associated with its activities and scale of the area. This may require several appointments locally to provide the co-ordination needed. For example, laboratory managers often undertake a local safety co-ordinating role for large teams reporting to a local Health and Safety team led by a Health and Safety Advisor (HAS). The latter makes the management of safety tasks more efficient and effective in large Schools and Departments.
- by the appointment of a local professional HSA. The HSC will work closely with the local professional HSA to undertake the same role but liaise closely as a team.

The main focus will be on supporting staff with day-to-day enquiries. Staff have responsibility for their student and visitors' health and safety arrangements and from time to time this may also involve the HSC.

The role does not carry any responsibility for completing risk assessments nor can it take responsibility for work/risk assessments. Health and safety arrangements for all work, travel, events, research and student activity remains the responsibility of the relevant manager or lead PI supervisor. The HSC can help to guide staff with their work to assist them with the completion of their risk assessments. Role delivery will be proportionate to the size and scale of the area and therefore the time dedicated to the roles in each University area will vary.

Role purpose:

1) **Communication-**
    a. Provide a focal point for the local area staff and student enquiry regarding the required health and safety arrangements for the area. Provide information on these arrangements and guidance relative to the content of the UoE's Health, Safety and Wellbeing Policy and the Areas' own health and safety management system. Guidance will be within the limits of both training and experience and they will not be expected to act as a professional HSA; HSAs are provided in UoE and accessible to support all appointed HSC roles. The focal point can be managed through a local Area health and safety mailbox.
    b. Escalate matters as and when necessary for appropriate advice from the named designated HSAs or if unavailable or specialist advice is needed the University Health and Safety team. The Area's Head/Director's office must

This document is intended for use by the University *of* Edinburgh staff and students only
The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336

be kept informed on health and safety matters, so that they are aware at all times of serious or challenging matters in their Area and can take decisions as necessary. In urgent health and safety matters the HSC will follow the Areas emergency response arrangements and may have a role to take practical action such as to request an area is closed to remove/reduce risk to others and seek immediate advice and support in the absence of other key staff role holders/managers being present.

c. Co-ordinate and support response for the Area with staff and student complaints regarding health and safety matters providing initial contact and act to process these in line with training received.
d. Act as the Area's contact for information to and from the Central University Health and Safety team. This may involve disseminating information, individual discussion for information gathering on risk activity, and providing information locally for blog, website or newsletter for staff.
e. Attend regular updates from Central University Health and Safety Department (1 hour) and join the HSC MS Team for regular updates. Attend an annual Health and Safety meeting for 3-4 hours. Attend safety inspections scheduled over 1-5 days 2-3 times per year. Participate in management audits every three/five years, 2 days in co-ordination and input.
f. Complete an annual survey from the Central University Health and Safety Department on the risk profile for the area and answer questions about the local arrangements.
g. In core risk areas assist the completion of an annual report template with the Head/Director. In Core Plus and Complex areas, assist both the HSA and Head/Director with information for the Area's annual report.
h. Attend relevant building Multi Occupancy Building Group (MoBuG) meetings as arranged by the lead Area for the building. These may be several times per year.

2) Accident/Incident/ Occupational Ill Health and near miss investigation and reporting

a. The HSC will undertake preliminary investigation of incidents that occur to ensure that appropriate information is collated to facilitate the reporting of the matter on the University's AIR system. It is expected that near misses are also reported. This involves collating information, making initial contact with those involved, visiting areas to gather information.
b. Collate information over 12 months, as described in training, to report to the Head/Director.
c. Make recommendations as appropriate for remedial actions and consult with an HSA for more complex matters and as trained.
d. Incidents will be reviewed and reported to the Area's Health and Safety Committee/Senior Management Group to review nature of incidents and identify any remedial actions and improvements. This task requires the HSC to adhere to data protection arrangements and privacy statements.

This document is intended for use by the University *of* Edinburgh staff and students only
The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336

3) **Statutory Training co-ordination** - training is a statutory requirement through a number of pieces of legislation and relates to the activities and responsibilities of staff.
    a. Ensure that all staff and, where appropriate, students are provided with access to the relevant training for their work, research or teaching activity.
    b. This will be managed through a training matrix which the HSC maintains oversight of, reviews annually and aligned to the risk profile of the area.
    c. They will liaise with key senior staff to ensure that all recruitment and promotion includes the application of the Area's training matrix and completed within the required period.
4) **University online health and safety systems**
    a. They will require to become familiar with the operation of the following systems to upload information to produce reports:
        i. Accident and Incident Reporting, (AIR) - for all areas
        ii. RiskBase for fire safety – for all areas
        iii. Cardinus, health and safety training dashboard - for all areas
        iv. RETAIN - only for those with working with radiation, nuclear and biological agents and materials
        v. Coshh health passport system (CHPS) - only for those using chemicals/noise/vibration/animal allergens
5) **Updating Area H&S Arrangements -** each area will maintain a set of arrangements (*currently called a local H&S Policy*). The H&S coordinator will co-ordinate the update and ensure it is applied. It will follow a central template but be shaped to the risk profile for the area and any particular health and safety requirements.
6) **Co-ordination of activities**
    a. Safety Inspections (min 2 per year)
    b. Managing health and safety complaints (not building complaints, as these should go through Estates-Building Manager/DoPs office)
    c. Area health and safety Committee meetings
    d. Emergency test/contingency plans and supporting testing scenarios
        i. This includes verifying with responsible Area persons (first aid and operations) on maintenance of Defibrillators
7) **Liaison with other locally appointed safety roles.**
    a. There are a number of other area specialist safety roles that require to be appointed in many areas to ensure compliance with legislation and the University's arrangements for particular safety topics, these include;
        i. fire safety,
        ii. radiation safety,
        iii. first aiders
        iv. biological safety
        v. mental health (if appointed locally)
        vi. others required locally
    b. Keep a central list of all area appointed roles
8) **Responsible for supporting lead managers** with the implementation of local programmes to ensure the following guidance is provided:
    - Hybrid/Home and Office Safety - training and standard advice approach for area

This document is intended for use by the University *of* Edinburgh staff and students only
The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336

- Manual Handling - approach for area
- Mental health and wellbeing - general risk assessment for area
- Fire Safety - assisting with the completion of the requirements of the general risk assessments for buildings - for a HSC this is expected to extend to arranging, updating training and co-ordinating with building managers.

Operation of role

The University is required to report certain incidents by law within a defined reporting period (under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations - RIDDOR). For that reason there will be a deputy appointed or temporary cover for all annual leave for the purposes of ensuring mailbox enquiries are monitored and timely reports of accidents and incidents. They will have access to the same area IT systems and are expected to manage those in line with agreed protocols.

Although specialist health and safety advice is always available from the Central Health and Safety Department, their remit does not extend to annual leave/sick leave cover for local health and safety management, unless specifically agreed in advance for each occasion with the Director of Health and Safety.

Document version

Version number	Summary of change	Date and by whom
V1.2	**New updated duties as per 2025 Policy**	**14th April 2025, C Schmid**

If you require this document in an alternative format please contact The Health and Safety Department on health.safety@ed.ac.uk or call (0131) 651 4255

This document is intended for use by the University *of* Edinburgh staff and students only
The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336