



School (Area) Safety Advisers

As detailed in the Policy Framework: Organisation Section 11, each Head of School must appoint a School (Area) Safety Adviser. A model list of duties which a Head of School may delegate to the School Safety Adviser is outlined below.

The duties of the School Safety Adviser should include:

- 1) Being fully familiar with the relevant parts of the University Health and Safety Policy and with the School health and safety policy(s).
- 2) Providing advice to members of the School on matters of occupational health and safety and in particular advising the Head of School on the formulation and revision of School health and safety policy procedures.
- 3) Acting with the delegated authority of the Head of School in matters of urgency.
- 4) Referring promptly to the Head of School or the University's Director of Health and Safety any health and safety problems which cannot be resolved locally on a time scale commensurate with the risk.
- 5) Liaising with the University's Director of Health and Safety and other corporate Health and Safety Department staff for health and safety matters.
- 6) Attending meetings of the School health and safety committee.
- 7) Ensuring that accidents, near misses and instances of occupational ill health are reported to Health and Safety Department.
- 8) Conducting or co-ordinating systematic health and safety inspections and accident investigations (with Safety Representatives of the recognised Trade Unions having employees working in the School if applicable), to identify unsafe or unhealthy conditions or work practices, and monitoring that preventative action is recommended and actioned.
- 9) Disseminating health and safety information and reports to appropriate members of School staff and students.
- 10) Ensuring that new members of the School receive adequate induction with respect to health and safety matters.
- 11) Assist manager (PI's etc.) in identifying members of the School for appropriate:
 - health and safety training events;



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- occupational health/medical surveillance; and
 - liaison with other internal or external health and safety specialists.
- 12) Ensuring that effective liaison is maintained with the University Fire Safety Adviser, in particular ensuring that:
- suitable and sufficient Fire Stewards are appointed to cover the School's accommodation;
 - the Fire Alarm system serving the School or building is properly tested on a weekly basis;
 - Aspects of fire safety relating to the occupation of a [Multi-occupancy Building \(MoB\)](#) are fully complied with, where relevant.
- 13) Monitoring in the School that:
- a high standard of housekeeping is maintained;
 - adequate precautions are taken regarding any special existing or new hazard;
 - 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 health and safety policy;
 - safe working practices and procedures, together with any necessary risk assessments for project work, 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, firefighting equipment, etc. are provided and maintained in a readily usable condition; and
 - other aspects that legislation or University/School policy may dictate are catered for.
- 14) Reviewing periodically health and safety procedures within the School.
- 15) Such other health and safety duties that may be assigned by the Head of School.



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Document version

Version number	Summary of change	Date and by whom
V1.0	New template	June 2023 HE

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