



PRIFYSGOL
BANGOR
 UNIVERSITY

COLLEGE OF ENVIRONMENTAL SCIENCES AND ENGINEERING

This document details the statement of responsibilities in order for the College of Environmental Sciences and Engineering to fulfil the requirements of the University’s Health and Safety Policy.

The Policy applies:

- *The College of Environmental Sciences and Engineering.*
- *All component Schools.*
- *Staff and Students.*
- *Visiting Academics and all other visitors to the College and / or its Schools.*

Approved by Dean:	
Date Signed:	7/8/18
Date of Next Review:	1/8/19

INDEX

1.0	Dean of College	2
2.0	The College Management Board	3
3.0	College Health, Safety & Environment Committee	3
4.0	College Manager	3
5.0	College Health & Safety Manager	3
6.0	Heads of Schools	4
7.0	Supervisory Staff including All Academic Staff	4
	Module Organisers	5
7.1	Taught Modules	
7.2	Student Projects	
7.3	Research	
7.4	Partnerships with non-University Organisations	
8.0	All Staff and Students	6
9.0	Joint Contracts	6
10.0	Staff Working at Other Premises	7
11.0	Honorary Appointments	7
12.0	Visiting Academics, Work / Study Placements (18+) to the College	7
13.0	Work Experience and Placements (Under 18)	7
14.0	Visitors	7
15.0	Children	8
15.1	Of Staff	
15.2	Of Students	
15.3	Visits by Schools / Open Days and / or Other College / School Events	

STATEMENT OF RESPONSIBILITIES FOR HEALTH, SAFETY AND ENVIRONMENT

1.0 DEAN OF COLLEGE

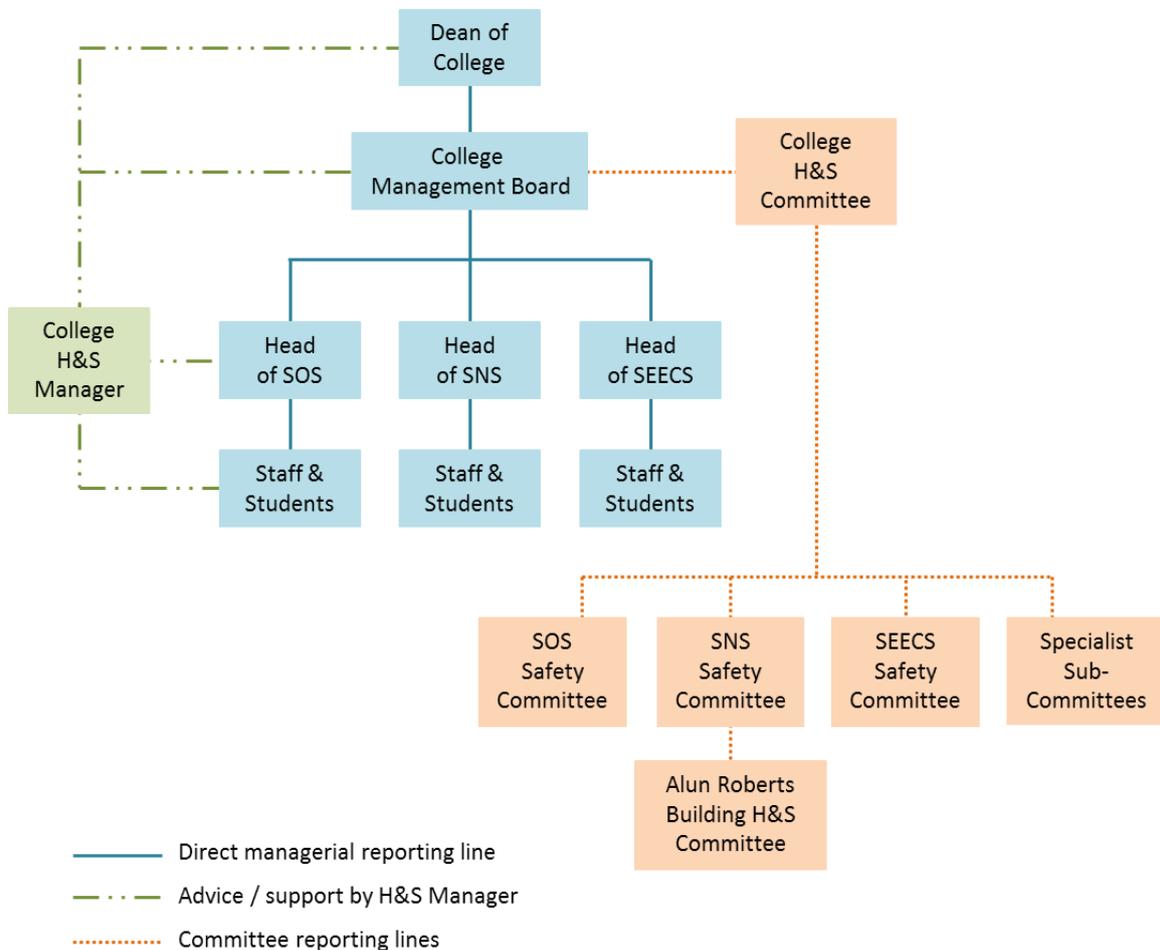
The Dean of College of Environmental Sciences and Engineering (CoESE) is accountable for all aspects of the College’s performance and activities, including health, safety and environmental impacts.

As with other aspects of the College’s activities, many duties and responsibilities are delegated throughout the College and this Policy, together with School and Research Centre’s procedures, seek to make clear what is expected from each of us.

Specific duties and responsibilities of the Dean are described in the University’s Health and Safety Policy.

ORGANISATION CHART

The College of Environmental Sciences and Engineering (CoESE) consists of the School of Ocean Sciences (SOS), School of Natural Sciences (SNS), the Biocomposites Centre and the School of Electronic Engineering and Computer Science (SEECs). A simple Organisation Chart of H,S & E Responsibilities is as follows:



2.0 THE COLLEGE MANAGEMENT BOARD

The College Management Board is the College's management group and supports the Dean in ensuring the College is suitably managed and resourced.

General health, safety and environmental matters which cannot be resolved at a local level or which have potentially significant implications across the College would normally be raised and minuted at College Management Board meetings.

3.0 COLLEGE HEALTH, SAFETY & ENVIRONMENT COMMITTEE

The College Health, Safety & Environment Committee should meet twice a year and reports to the College Management Board.

The Dean would normally Chair the Committee and each School and Staff Group should be represented. A student and Trades Union representative(s) should also be invited.

A key objective of the Committee is to annually review the Overview Risk Assessment and confirm the College's Management Systems are delivering suitable health, safety and environmental standards.

4.0 COLLEGE MANAGER

The College Manager will ensure that appropriate resources are available to manage health, safety and environmental risks and incorporate health, safety and environmental risk into the College Business Risk Register.

5.0 COLLEGE HEALTH AND SAFETY MANAGER

The College Health and Safety (H&S) Manager is accountable to the Dean for general health, safety and environmental (HS&E) arrangements.

The College H&S Manager will:

- 5.1 Ensure the Annual College HS&E Returns are completed.
- 5.2 Produce, update and maintain the College's Overview Risk Assessment, and resulting action plan.
- 5.3 Monitor and ensure the delivery of an appropriate schedule of H&S Inspections.
- 5.4 Undertake and report on periodic audits of themed risks.
- 5.5 Collate inspection reports and provide a summary report to Dean and College HS&E Committee.
- 5.6 Receive all Accidents & Incident Reports, review and identify any trends and ensure actions have been completed. A summary should be produced for the Dean and College HS&E Committee.
- 5.7 Ensure all new staff receive an appropriate Induction into the College's procedures; the induction would include informing staff of appropriate health, safety and environmental, ethical and other compliance procedures and arrangements.
- 5.8 Approve and review controls for all Biological, Genetic Modification, Animal and Ionising Radiation work across the College.

- 5.9 Act as the Statutory Compliance Officer for the College including materials that require Statutory Notifications and / or Licences or Permits.
- 5.10 Advise the College Manager on HS&E risks for inclusion in the College Business Risk Register.

6.0 HEADS OF SCHOOLS

Heads of School will ensure this College HS&E Policy is supplemented by appropriate School HS&E Procedures that support and implement the College's requirements and applicable University Health, Safety and Environmental Policies and guidance. Such will include arrangements to:

- 6.1 Confirm relevant health, safety and environmental information, instruction, supervision and, where appropriate, training is provided to staff, students and visitors.
- 6.2 Identify local Training & Competence requirements for all staff; such should include Principal Investigators, Supervisory/Lecturing staff, fieldwork leaders, specialist support and research staff and health and safety support staff.
- 6.3 Confirm risk assessments are undertaken for all activities where there is potential for a significant risk. Where necessary procedures should state who is responsible within each academic and research area for ensuring suitable and sufficient risk assessments are produced.
- 6.4 Ensure a schedule of local H&S Inspections are undertaken and findings reported to the College HS&E Committee and College H&S Manager.
- 6.5 Ensure all accidents, incidents and near misses are reported to both the College H&S Manager and Health and Safety Services as soon as possible and within three days of any accident/incident.
- 6.6 Ensure sufficient resources are provided in order to suitably manage health, safety and environment risks.
- 6.7 Ensure health, safety and environmental responsibilities are considered as part of the PDR process which should identify training needs and how these will be met.
- 6.8 Have regular meetings with the local H&S Coordinator(s) and College H&S Manager.

It is expected that health, safety and the environment is a standing agenda item on School Management Boards.

7.0 SUPERVISORY STAFF INCLUDING ALL ACADEMIC STAFF

Members of staff and others who act in a supervisory role, such as Principal Investigators, Academic staff and Fieldwork Leaders are responsible for conducting their activities (and any activities over which they have management or control) in a safe manner.

Those who act in a supervisory and/or leadership capacity include academic staff in their role as supervisors of students and other staff in the context of teaching and research, or during other directed activities.

Supervisors are required to ensure suitable health, safety and environmental controls are in place for the activities they control or direct and, where appropriate, ensure a suitable and sufficient risk assessment has been undertaken and the findings and controls communicated to all those affected.

Every person who supervises must ensure that they know and understand their responsibilities under the relevant legislation, Risk Assessments and appropriate Health, Safety and Environmental Policies and procedures.

MODULE ORGANISERS

Module Organisers are required to consider significant health, safety and environmental impacts of the module and to include appropriate information in the Module Handbook/Blackboard Site, as appropriate to the level of risk, including safe/standard operating systems or protocols.

Responsibility for Academic & Research Activity Risk Assessments		Responsibility
7.1	<p>Taught Modules: Module Organisers will ensure that suitable health and safety information is contained in the Module Handbook/Blackboard Site. Where no significant health, safety or environmental risk arises from the Module a simple statement to this effect would normally be included in the module documents.</p> <p>If specific risk assessments are required (due to a potentially significant risk being evident, including fieldwork and practical elements), these shall be forwarded electronically to the College H&S Manager.</p>	Module Organiser
7.2	<p>Student Projects: Academic Supervisors will ensure that suitable and sufficient risk assessments are undertaken for all student Projects.</p> <p>When an Academic Supervisor approves a project proposal they should be content that there are no significant uncontrolled health, safety and environmental risks from the activities and that the work has Ethical Approval where required.</p>	Academic Supervisors
7.3	<p>Research: As part of developing research proposals staff are required to consider any potential health, safety and environmental implications. The financial resources required to ensure that the research complies with all HS&E requirements (eg need for specialist advice, hazardous waste disposals, PPE, equipment maintenance etc) must be assessed and included in applications for funding.</p> <p>Where research activity is undertaken the Principal Investigator will ensure, where appropriate, that suitable and sufficient risk assessments (incl COSHH) are in place for the activities and that the work has Ethical Approval where required.</p>	Principal Investigator
7.4	<p>Partnerships with non- Bangor University Organisations: All such partnerships must be notified to the College H&S Manager who will advise accordingly.</p>	Partnership Lead

8.0 ALL STAFF AND STUDENTS

Every member of staff must understand the responsibilities delegated to them for tasks such as the completion of risk assessments and responsibility for areas or activities

Every member of staff and every student is expected to take reasonable care of their own health and safety, and the safety of others who may be affected by their actions or inactions.

Every University employee and student must comply with the rules and requirements set out in the University's H&S Policy and College HS&E Policy and other Policies and guidance relevant to their School and the activities undertaken.

Staff and Students are expected to:

- i. behave responsibly and to take reasonable care for the health and safety of themselves and other persons who may be affected by their work or activities;
- ii. participate in appropriate health and safety training, as required;
- iii. undertake suitable and sufficient Risk Assessments and/or follow stipulated control measures and procedures;
- iv. comply with the University's Overseas Travel Policy if travelling overseas and arrange University Travel Insurance via the on-line system;
- v. co-operate with staff and students to enable them to carry out their own health and safety responsibilities;
- vi. report to supervisory staff any situation, working practice or procedure which they suspect is potentially hazardous;
- vii. report all accidents and incidents to supervisory staff or other appropriate person;
- viii. use, but not misuse, protective clothing, equipment or materials provided;
- ix. cooperate in all areas of health and safety and where necessary, to coordinate work to ensure others are not harmed or put at risk by their activities;
- x. comply with the health and safety rules, policies and instructions, both spoken and written, which are issued to them;
- xi. use machinery, plant or equipment in the manner for which they were designed and in accordance with the appropriate safety precautions;
- xii. consider the environmental implications of their actions.

All new staff and students should receive an Induction and be provided with the necessary instruction, information and training required to perform their duties or studies safely.

For members of staff, health and safety Induction and/or developmental training requirements should be discussed each year at their PDR.

9.0 JOINT CONTRACTS

Those who are employed by others but who have joint contracts with the College/University should, whilst undertaking duties at or for Bangor University, be treated as members of University staff in

respect of health and safety and be provided with appropriate supervision, induction, instruction and information.

10.0 STAFF WORKING AT OTHER PREMISES

Staff who undertake work at non-Bangor University premises, e.g. as a Visiting Academic or part of a Knowledge Transfer Partnership, must ensure that they appraise themselves of local health, safety and environmental arrangements are inducted on local health, safety and environmental controls and where appropriate, should ensure Risk Assessments are produced.

If members of staff have any concerns about their health and safety whilst working at other premises they should report this immediately to their line manager and the Health and Safety Contact at the premises concerned. Employing Colleges are reminded that they retain responsibility for the health and safety of members of staff when working away from Bangor University premises.

Staff who are permanently based at other premises, or based there for significant periods, should discuss their health and safety needs and arrangements with the College H&S Manager, who will confirm local arrangements (including liability insurances).

11.0 HONORARY APPOINTMENTS

All honorary appointees shall be treated as staff and have the same health and safety responsibilities as staff.

12.0 VISITING ACADEMICS, WORK / STUDY PLACEMENTS (18+) TO THE COLLEGE

Visiting Academics and those on placements must be afforded the same degree of protection against risks to their health and safety as employees and students of the University.

Visiting Academics and placements hosted at the College, must be authorised by the Head of School and must follow University, College and School health, safety and environmental procedures and arrangements. The person inviting the Visiting Academic or the person on placement, will be considered to be the Supervisor and therefore must ensure suitable health and safety arrangements are in place. This includes a H&S Induction, suitable supervision, instruction and training to enable them to undertake their work safely and in accordance with College and School Rules.

13.0 WORK EXPERIENCE AND PLACEMENTS (UNDER 18)

Work Experience and Placements of children and young persons (under 18) must go through Human Resources, via the College H&S Manager, and an appropriate risk assessment completed.

14.0 VISITORS

Visitors to the College are generally the responsibility of the School they are visiting and necessary safeguards and arrangements must be in place to ensure their health and safety.

In normal circumstances the day-to-day controls already in place will be sufficient. Visitors should receive health and safety Information, appropriate to the level of risk.

Schools will review arrangements from time to time and produce additional risk assessment, or modify existing protocols where significant additional risk may arise.

Effective steps must be taken to prevent unauthorised access by members of the public to areas or locations where they may be placed at risk.

15.0 CHILDREN

15.1 Staff

Staff are permitted to bring their children to their offices if they are experiencing unforeseen temporary childcare difficulties. The Head of Schools office must be informed and the child must be supervised by their parent at all times. Risk assessments concerning children in College buildings must be consulted and the control measures stated therein must be adhered to. Children of staff are not permitted to enter laboratories, workshops, aquaria or storage areas unless authorised by the College H&S Manager.

15.2 Students

Except in the following circumstances children of students must have prior written permission from the relevant Head of School if visiting any College area;

1. When students are handing in coursework at designated handing in points.
2. When students are visiting a member of college staff in their office.

The children must be supervised at all times.

15.3 Visits by Schools / Open Days and / or Other College / School Led Events

The Organiser of such events must ensure that necessary health and safety measures are in place:

- Head of Schools Office informed.
- A specific risk assessment, taking into account the lack of maturity and experience of children, addressing the need for appropriate supervision ratios and which takes account of specific guidance for individual College buildings must be completed.