



## Health & Safety Appointment of Competent Health & Safety Staff

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<i>Authorised signature</i>	Sean Hughes, Interim Head of Health & Safety

<sup>1</sup> or earlier if change in legislation or on risk assessment

### Amendment Control

Version	Date	Amendments
1.0	Aug 2015	
2.0	Jul 2018	Review
3.0	Aug 2022	Full review
3.1	Nov 2023	S4

Health & Safety Office  
Finance & Operations

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## Policy Summary

The University is required by the current Management of Health and Safety at Work Regulations to appoint one or more 'competent persons' to assist in undertaking the measures needed to comply with health and safety legislation and provide them with adequate and appropriate resources (e.g. time, staff, finance) to discharge their duties, having regard to the nature, extent and distribution of hazards and risks in the University.

The University management is not absolved of its health and safety responsibilities under the Health & Safety at Work Act (HSWA) etc. by the appointment of such competent persons to assist.

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## 1. Background

A duty under the Management of Health and Safety at Work Regulations is to appoint one or more 'competent persons' to assist in undertaking the measures needed to comply with health and safety legislation and provide them with adequate and appropriate resources (e.g. time, staff, finance) to discharge their duties, having regard to the nature, extent and distribution of hazards and risks in the University.

## 2. Legislation

- The Health and Safety at Work Act
- The Management of Health and Safety at Work Regulations

## 3. Scope and definitions

This scope of who can be appointed as a competent person is defined by the Health & Safety Executive (HSE) as one or a combination of:

- the employer
- one or more of the employer's employees
- someone from outside the business

The University has decided that its competent Health and Safety advice will be provided from within.

What is meant by 'competent' - being competent means having:

- the relevant knowledge, skills, and experience
- the ability to apply these appropriately
- the necessary training to help acquire and maintain this relative to the business risk

## 4. Overall health and safety responsibilities

The **University Court** has the ultimate responsibility for the health and safety of staff, students and others affected by the University's actions. The Court is advised in these matters by the **University Health and Safety Committee**. In practice, the Principal and Vice Chancellor has designated the Director of Finance & Operations as the **Safety Officer** with the responsibility to ensure the necessary organisation and arrangements for monitoring, auditing and reviewing the effectiveness of the University Health and Safety management system is established and maintained. The Health and Safety Team report to the University Safety Officer.

The Health & Safety Team provide the 'Competent Persons' aspect of this Policy, and comprises:

**Sean Hughes BSc PgDip MCIOSH CMIOSH**, Interim Head of Health & Safety, Chartered Safety & Health Professional, Health & Safety Manager

**David Conner CertIOSH**, Health & Safety Manager

**Kevin Weir GFireE**, Fire Safety Adviser (part-time 3 days per week)

**Ruth Thin BSc (Hons) PgDip**, Health & Safety Co-ordinator

The team all take part in CPD.

The Health & Safety Team report on the overall health, safety, fire and welfare performance of the University's activities. They are responsible for but not limited to:

- ensuring legal compliance
- ensuring the University's Health & Safety Policies, Procedures and Guidance are fully up to date
- monitoring and evaluating performance
- advice on all aspects of health, safety, fire and welfare as it affects staff, students, visitors and contractors
- identifying health and safety issues
- championing a positive health and safety culture
- promoting prevention and continuous improvement opportunities
- reviewing and advising on training standards and requirements
- carrying out training
- auditing systems and procedures and policies
- providing health and safety assistance to others
- inspection of workplaces
- investigating accidents, and liaising with regulators and other external bodies
- dealing with complaints about health, safety and welfare
- support on wellbeing issues