



Guidance on the role of Health and Safety Coordinators

1. Introduction

Health and Safety Coordinators are a group of volunteers who play a crucial supportive role in ensuring that health and safety is managed effectively within Faculties, Divisions and the wider university. From supporting with workplace inspections, to tracking training for staff within their area, Health and Safety Coordinators can support with a range of health and safety tasks.

This guidance aims to support Faculties and Divisions in deciding what tasks their Health and Safety Coordinators will support with, to ensure a safe and healthy work environment. The tasks that can be assigned depend on the individual's grade, to ensure that Health and Safety Coordinators take on tasks that are fair. This guidance also provides indication of the weekly time allocation that Health and Safety Coordinators should be given to complete their tasks.

2. Scope

This guidance applies to all Faculties and Divisions across the university. It does not cover third party organisations on campus; however, they may choose to follow this guidance if they have similar roles within their organisations.

3. Definitions

Health and Safety Coordinator – A member of staff who is selected by their Faculty/Division management team, or who volunteers, to support their Faculty or Division, by taking on specific health and safety tasks that may not routinely be given to other members of staff.

4. Health and Safety Coordinator Role

To ensure fairness and to make sure Health and Safety Coordinators are not given tasks that are above those of their pay grade, this guidance contains two suggested task lists. One for Health and Safety Coordinators up to grade 6, and for those on grade 7 and above.

These suggested task lists are for guidance only and are not exhaustive, nor do they need to be applied as written. The lists can be used as a discussion point with Health and Safety Coordinators when agreeing what tasks should be taken on to ensure support across their Faculty/Division.

If Health and Safety Coordinators feel they are being asked to carry out tasks above and beyond what they should be for their grade, they should first discuss this with their line manager. If agreement cannot be reached, the Health and Safety Coordinator or manager may contact the Health and Safety Team to discuss further.

5. Other Considerations

Faculties and Divisions are encouraged to ask for volunteers for the role of Health and Safety Coordinator. This provides managers with additional support in overseeing health and safety, but also provides a good development opportunity for staff. Depending on the risk level presented by the activities of a Faculty/Division, it may be that staff are also identified as Health and Safety Coordinators due to their substantive role.

The Health and Safety Team run recruitment programmes periodically to ensure Faculties and Divisions have Health and Safety Coordinators in place. The number of Health and Safety Coordinators a Faculty or Division requires will depend on the size of the Faculty or Division, the risk presented by the work being undertaken and the number of buildings under the control of the Faculty or Division. As a minimum, Faculties and Divisions should have one Health and Safety Coordinator. It is the responsibility of Faculties and Divisions to assess how many Health and Safety Coordinators they require, but the Health and Safety Team can be consulted where required.

The Health and Safety Team run a Health and Safety Coordinator Forum on a quarterly basis, providing an opportunity for Health and Safety Coordinators to meet the team and their peers, take part in training opportunities and problem solve together. There is an expectation that Health and Safety Coordinators be allowed time to attend these forums.

See also:

- [Health and Safety Coordinator information page.](#)
- [Health and Safety Coordinator list.](#)
- [Health and Safety Coordinator training matrix.](#)

Appendix 1 - Suggested duty list for Health and Safety Coordinators on Grades 1-6

Time allocation – up to 2 hours/week

This is a list of suggested duties for Health and Safety Coordinators on Grades 1-6. This is not a job description, but can be used as a guide by schools and divisions when allocating health and safety related tasks to their coordinators.

General

- Lead by example by working and encouraging colleagues to work in a healthy and safe manner at all times.
- Let colleagues know if they are putting themselves at risk.
- Promote the message that health and safety is everyone's responsibility.

Hazards and Risks

- Maintain awareness around university health and safety related policies and guidance.
- Ensure that the School/Division Health and Safety Policy is reviewed by prompting the owner.
- Report, and encourage others to report, hazardous situations.
- Keep a register of risk assessments and prompt owners to review these as required.
- Support managers and more senior Health and Safety Coordinators to review risk assessments of the work activities and work areas that affect you.
- Suggest ways of improving health and safety in your workplace and ensure these are discussed at local Health and Safety Committee meetings.
- Maintain awareness around local procedures, to support leading by example.
- Support those with responsibility for reviewing school/division procedures to do so.

Training

- Coordinate new starter inductions within the school/division.
- Attend training, as detailed in the Health and Safety Coordinator training matrix, to help you develop in your role.
- Make sure colleagues are aware of training opportunities and encourage them to get involved.
- Support colleagues in reviewing the school/division training needs analysis.
- Keep a record of health and safety training that colleagues in your School/Division have attended and prompt individuals to book refresher training where this is required.
- Promote health and safety eLearning training that is available through LearnUpon.

Communication

- Act as a first point of contact to colleagues within your school/division on health and safety matters.
- Encourage colleagues to raise safety issues with you, as well as line managers, and ensure these are addressed or shared with the correct person at your School/Division.
- Share health and safety issues that have arisen, that require peer to peer discussion, at the Health and Safety Coordinator Forums.
- Feedback to colleagues the discussions held at the Health and Safety Coordinator Forum.
- Encourage colleagues to read the quarterly Health and Safety Newsletter that is published via 'This Week at Sussex' and suggest items to be included in it.
- Help communicate new and updated policies and guidance to colleagues at your School/Division.

- Refer any health and safety problems, which cannot be resolved locally or to a timescale commensurate with the risk, promptly to the Head of School/Director of Division or the University Health & Safety Team.
- Liaise regularly with the University Health and Safety Team by contacting the team directly and attending the quarterly Health and Safety Coordinator Forum.
- Attend school/division Health and Safety Committees.

Accident and Incident Reporting

- Take part in discussions about accident and incidents that have occurred across your School/Division and collectively suggest ways for reducing the frequency of these.
- Remind colleagues to report near misses as well as accidents that result in injury.
- Promote the Sussex Direct accident reporting system and encourage colleagues to use it.
- Act as the main contact for the University Health and Safety Team to liaise with when following up on accidents, incidents and near misses that have been reported.
- Provide additional information for follow-up to reports as directed by the University Health and Safety team.
- Use the accident reporting data Excel spreadsheet to report on categories of incident to the School/Division at their Health and Safety Committee.

Workplace Inspections and maintenance

- Take part in inspections of your School/Division.
- Remedy hazards that are identified during these inspections at the time if it is safe to do so.
- Ensure maintenance reports following inspections are logged with the SEF Service Centre.
- Take part in discussions about the outcomes of workplace inspections at local Health and Safety Committees.
- Take part in discussion at the Health and Safety Coordinator Forum regarding inspections undertaken by the University Health and Safety Team.
- Maintain a register of work equipment that is subject to statutory inspection, maintain evidence of certification and inform the responsible person when these are due.

Business Continuity and Emergency Planning

- Support those with delegated authority from the Head of School/Director of Division on matters related to health and safety, including during emergencies.
- Support the review of the school/divisions business continuity plan.

Appendix 2 - Suggested duty list for Health and Safety Coordinators on Grade 7 and above

Time allocation – up to 3 hours/week

This is a list of suggested duties for Health and Safety Coordinators on Grades 7 and above. This is not a job description, but can be used as a guide by schools and divisions when allocating health and safety related tasks to their coordinators.

General

- Lead by example by working and encouraging colleagues to work in a healthy and safe manner at all times.
- Let colleagues know if they are putting themselves at risk.
- Promote the message that health and safety is everyone's responsibility.

Hazards and Risks

- Maintain awareness around university health and safety related policies and guidance.
- Ensure that the School/Division Health and Safety Policy is reviewed, consulting stakeholders on key updates.
- Report, and encourage others to report, hazardous situations.
- Keep a register of risk assessments and prompt owners to review these as required.
- Carry out and review risk assessments that cover work activities and work areas you are responsible for and that fall within your area of specialism and where you are competent to do so.
- Suggest ways of improving health and safety in your workplace and ensure these are discussed at local Health and Safety Committee meetings.
- Monitor safety compliance with school/division procedures.
- Review existing school/division procedures that are related to your work area.

Training

- Lead on the implementation of new starter inductions within the school/division.
- Attend training, as detailed in the Health and Safety Coordinator training matrix, to help you develop in your role.
- Make sure colleagues are aware of training opportunities and encourage them to get involved.
- Manage the review and update of the school/division training needs matrix.
- Keep a record of health and safety training that colleagues in your School/Division have attended and prompt individuals to book refresher training where this is required.
- Promote health and safety eLearning training that is available through LearnUpon.
- Deliver toolbox talks to colleagues when new procedures are introduced.

Communication

- Act as a first point of contact to colleagues within your school/division on health and safety matters.
- Encourage colleagues to raise safety issues with you, as well as line managers, and ensure these are addressed or shared with the correct person at your School/Division.
- Share health and safety issues that have arisen, that require peer to peer discussion, at the Health and Safety Coordinator Forums.
- Feedback to colleagues the discussions held at the Health and Safety Coordinator Forum.
- Encourage colleagues to read the quarterly Health and Safety Newsletter that is published via 'This Week at Sussex' and suggest items to be included in it.

- Help communicate new and updated policies and guidance to colleagues at your School/Division.
- Refer any health and safety problems, which cannot be resolved locally or within a timescale commensurate with the risk, promptly to the Head of School/Director of Division or the University Health and Safety Team.
- Liaise regularly with the University Health and Safety Team by contacting the team directly and attending the quarterly Health and Safety Coordinator Forum.
- Attend school/division Health and Safety Committees.

Accident and Incident Reporting

- Take part in discussions about accident and incidents that have occurred across your School/Division and collectively suggest ways for reducing the frequency of these.
- Remind colleagues to report near misses as well as accidents that result in injury.
- Promote the Sussex Direct accident reporting system and encourage colleagues to use it.
- Act as the main contact for the University Health and Safety Team to liaise with when following up on accidents, incidents and near misses that have been reported.
- Provide additional information for follow-up to reports as directed by the University Health and Safety team.
- Use the accident reporting data Excel spreadsheet to report on categories of incident to the School/Division at their Health and Safety Committee.

Workplace Inspections and maintenance

- Lead on and take part in inspections of your School/Division.
- Remedy hazards that are identified during these inspections at the time if it is safe to do so.
- Ensure maintenance reports following inspections are logged with the SEF Service Centre.
- Take part in discussions about the outcomes of workplace inspections at local Health and Safety Committees.
- Take part in discussion at the Health and Safety Coordinator Forum regarding inspections undertaken by the University Health and Safety Team.
- Maintain a register of work equipment that is subject to statutory inspection, maintain evidence of certification and inform the responsible person when these are due.

Business Continuity and Emergency Planning

- Act with the delegated authority of the Head of School/Director of Division on matters related to health and safety, including during emergencies.
- Support the review of the school/division's business continuity plan and consult relevant stakeholders.

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