

3. ORGANISATION FOR HEALTH & SAFETY

3.1 HEALTH AND SAFETY RESPONSIBILITIES

The organisation of Health and Safety within the University is the process of establishing and maintaining responsibilities and relationships which promote a positive health and safety culture and implement the Health and Safety Policy.

As employees of Birmingham City University, we all have responsibilities for the core legal duties such as taking care of our own safety, and that of others and not interfering with safety devices and equipment. However, any member of staff acting in a managerial or supervisory capacity bears additional responsibilities; the more senior the appointment, the more onerous the responsibility.

This section defines the chain of responsibility for health and safety, including fire safety, within Birmingham City University. The duties of certain individuals within the organisational structure for safety are outlined and the University will ensure that these persons are aware of their responsibilities and receive the appropriate information and training to carry them out.

The following diagram shows the Organisational Structure for Health and Safety, which defines the chain of responsibility within the University, for ensuring compliance with health and safety legislation.

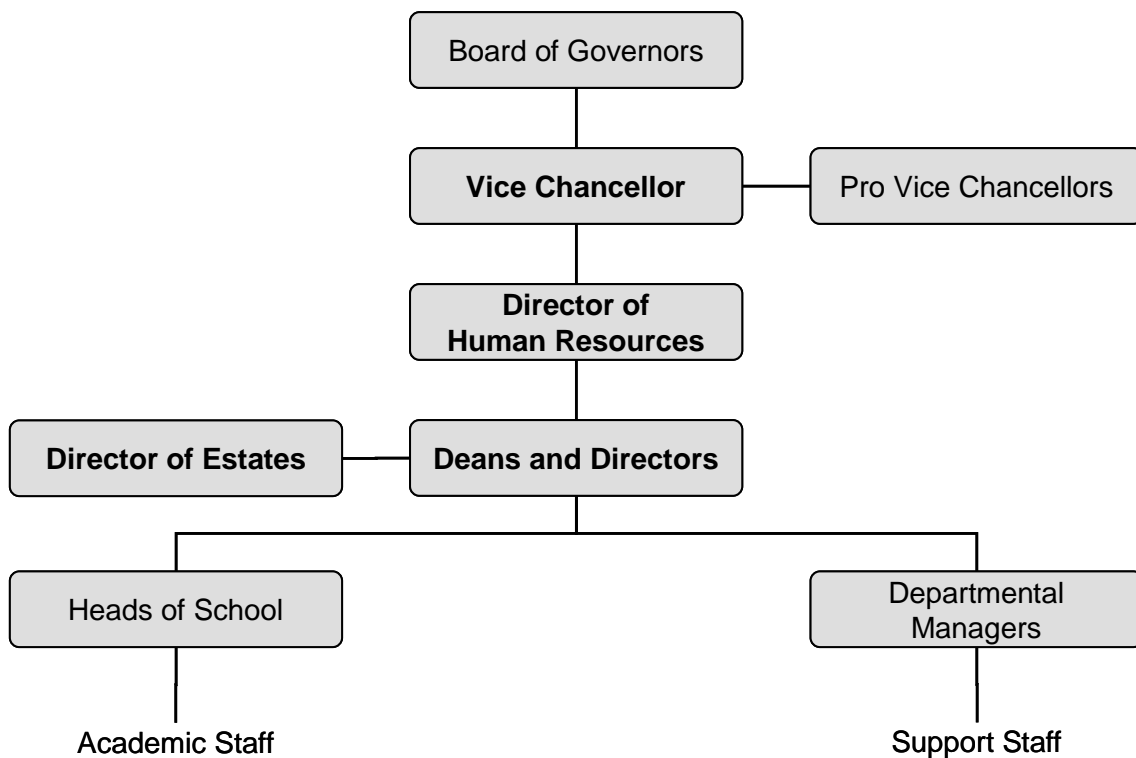


Figure 1: Organisation for Health and Safety

3.1.1 Birmingham City University Governing Body

The Governing Body for the University bears the primary responsibility for ensuring good health and safety standards for staff, students and visitors. They have the role to ensure that there is the necessary management framework to achieve effective safety management at all levels. Also, that there is sufficient finance to enable safety standards to be maintained and the safety culture to be developed.

3.1.2 The Vice Chancellor

The Vice-Chancellor as the Senior Chief Executive Officer of the University has a duty to ensure that Health and Safety is effectively managed within all areas. This duty includes ensuring that The Health and Safety Policy is implemented and that there is adequate funding available for developing and monitoring good standards. The Vice-Chancellor also ensures that:

- Health and safety is a major consideration in all planning stages and development of the University strategies.
- There is an effective system of health and safety management coordinated through Human Resources.
- A health and safety culture is promoted within Birmingham City University.

3.1.3 The Director of Human Resources

The Director of Human Resources oversees the response to Health and Safety issues within the University. Part of this function is to chair the Academic and Support Services Safety Committee which brings representatives from all Faculties and Departments to one central meeting to discuss the general management of University health and safety issues. This position also manages the Central Health and Safety Team and ensures there is a co-ordinated response to the requirements of Health, Safety and Fire legislation.

3.1.4 The Director of Estates

The Director of Estates has a role to ensure that health and safety is a prime consideration in all stages during the planning, development and maintenance of University property. This

will include the selection and monitoring of Contractors to ensure health and safety competence.

The Director ensures there is close liaison between Estates Department and the Central Health and Safety Team to enable all aspects of building and fire safety to be effectively managed at all stages of work.

3.1.5 The University Central Health and Safety Team

The Central Health and Safety Team comprises competent persons who have suitable qualifications and experience in the management of health and safety. The role is to advise on the duties the University has under health and safety legislation and how we can comply with these duties. The Health and Safety Manager and Adviser will promote an effective system for health and safety management. They will assist those with managerial/supervisory responsibility to meet their legal duties in ensuring the health and safety of their staff. They will ensure effective management of health and safety issues and will enforce requirements of legislation where necessary.

The Occupational Health Adviser provides advice and guidance on occupational health issues to managers and staff. This includes pre-employment screening, assistance with management of sickness absence, advice on rehabilitation, health promotion, and counseling and support to staff.

The Central Health and Safety Team will also investigate all accidents, recommend risk control measures and advise on health and safety training requirements within the University. They will keep relevant documentation and records to demonstrate Birmingham City University's due diligence in complying with its legal responsibilities for health and safety.

A key role of the Central Health and Safety Team is to develop and promote a health and safety culture within Birmingham City University.

3.1.6 Deans and Directors

Deans and Directors are responsible for the health and safety of the Academic and Support staff they manage. They will ensure that Risk Assessments are carried out within their area of control and that effective risk control measures are introduced and maintained as required.

They are also responsible for allocating part of their overall budget to respond to health and safety needs within their area. They will also ensure that adequate time is allowed for staff to undertake health and safety training as necessary and for other health and safety tasks to be performed, e.g., monitoring checks. Effective lines of communication for health and safety need to be maintained within Faculties and Departments and the Deans and Directors will promote consultation and communication on health and safety issues.

3.1.7 Heads of School/Department Managers

The responsibility of Heads of School/Department Managers is to assist the Dean/Director to fulfill their responsibilities for health and safety within their Faculties/Departments. This responsibility will focus on the activities undertaken within their areas of control to ensure that adequate risk assessments are carried out, comprehensive working procedures are developed and communicated and that Academic and Support staff receive the health and safety training they require, e.g., fire safety awareness, manual handling, etc. They will be supported by the Central Health and Safety Team and the Health and Safety Coordinators appointed within their Faculty/Department.

Health and Safety training will be provided to Heads of School/Department Managers to enable them to understand and fulfill their health and safety role as managers/supervisors of staff.

3.1.8 Birmingham City University Staff

Every member of staff has responsibilities under health and safety legislation. These are outlined within the section of this Policy, entitled "Health and Safety Law – What you should know."

3.2 HEALTH AND SAFETY SUPPORTING FUNCTIONS

3.2.1 Faculty/Department – Health and Safety Responsible Persons and Coordinators

Health and Safety roles at two levels have been introduced within Faculties and Departments. These are a Senior Responsible Person for Health and Safety and a Health and Safety Coordinator. These two roles have a function to ensure that a positive response is made to health and safety requirements within their Faculty/Department. These are shown in Figure 2.

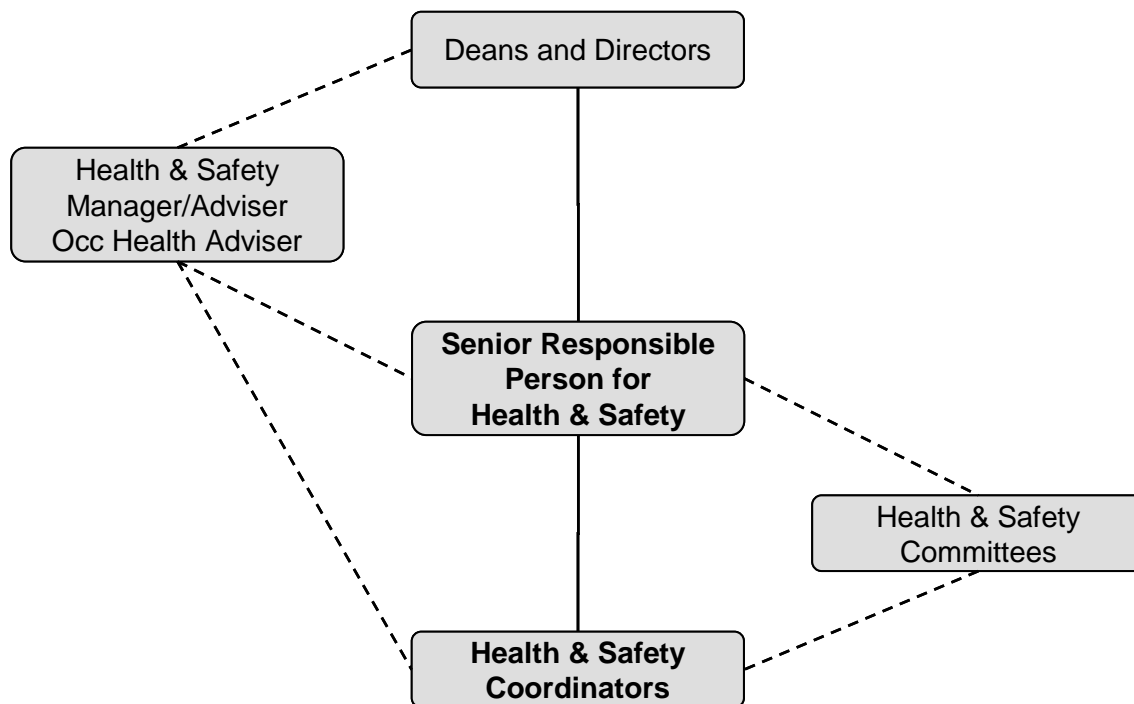


Figure 2: Health and Safety Support

The Senior Responsible Person is appointed from Senior Management and reports directly to the Dean/Director. In smaller departments, this role may be carried out by the Directors themselves. They will have knowledge of the budget available for health and safety and will advise the Dean/Director of necessary budgetary expenditure for health and safety. They have authority over other Senior Managers as regards the requirement to respond to Health

and Safety issues and ensure that appropriate action is taken. This person usually chairs the Faculty/Department Health and Safety Committee.

The Health and Safety Coordinator coordinates the response of Schools and Departments to health and safety requirements. They ensure that Risk Assessments are carried out in each area and are informed of any accidents/incidents at an early stage.

The above roles do not have any legal responsibility for health and safety other than the duties of an employee. They liaise regularly with the Central Health and Safety Team and are the communication link for health and safety information and issues.

3.3 FIRE SAFETY RESPONSIBILITIES

3.3.1 Responsible Person

Birmingham City University (the Corporate body), as the Responsible Person for fire safety under the Regulatory Reform (Fire Safety) Order 2005, ensures that fire safety is managed in accordance with the legislation and the University Health and Safety Policy.

In practice these duties are delegated through the line management structure. Thus the most senior person in each building has to ensure that the fire safety arrangements are implemented in their area of responsibility.

3.3.2 Competent Person

The Health & Safety Manager and the Central Health & Safety Team carry out the role of Competent Person for Fire Safety.

The Central Health & Safety Team:

- Provides advice to the University, Managers and staff on fire safety;
- Liaises with the enforcing authority, West Midlands Fire Service;
- Carries out Fire Risk Assessments and actively monitors maintenance and testing arrangements on fire safety precautions;
- Reviews evacuation procedures generally, including disabled person evacuation procedures, and advises on preparing detailed plans;
- Prepares and reports on fire activation statistics;
- Investigates fire incidents;
- Provides general fire information and instruction for all staff, e.g., fire action notices, induction for new staff.

3.3.3 General Responsibilities

The Estates Department provides and maintains the fixed fire precautions including fire protected enclosures (doors, partitions, stairs); emergency lighting; fire detection and alarm systems; fire fighting equipment; and disabled person safe refuge communication systems.

Campus Services and Accommodation Services carry out weekly checks, periodic inspections and maintain the fire precautions log for the buildings that they are responsible for.

They, together with Security Services, provide the Event Managers and evacuation marshals who manage building evacuations. They carry out fire drills and report all fire alarm activations to the Central Health & Safety Team.

The Human Resources Staff Development Team provides fire safety awareness training for all staff.

Faculties and Departments are responsible for ensuring that their staff, students and visitors respond appropriately in an emergency evacuation. They provide initial inductions to staff and students on their first day in the premises. They cooperate with the Central Health & Safety Team in the fire risk assessment process and ensure that the necessary protective and preventative measures are implemented in the areas of their responsibility. They actively encourage staff to volunteer for the roles of Fire Marshal and Disabled Person Evacuation Assistants and liaise with the Central Health & Safety Team to ensure that sufficient persons are appointed in these roles.