

Process, including activities	Health & Safety Officer	Heads of Units	Head of Compliance Dir. of Safety / COO	Strategic Risk Mgt Cttee	UMT
Health & Safety Officer (HSOer) confirms to Heads of Units that they need to submit their annual Unit Safety Statement (USS) including safety training needs.	R	A	C	C	C
The HSOer develops a central safety training programme (STP) to support the University and its manager's compliance with safety polices, standards & practices.	R	A	C	C	C
HSOer arranges training for Heads of Units to attend. This reiterates their responsibilities - specifically Unit staff training requirements.	R	A	C	C	C
Head of Unit are responsible to attend Safety Responsibilities training every 3 years.	I	R	A	C	C
HSOer reminds Heads of Units (CC UMT members & Unit Safety Coordinators) of the deadline.	R	A	C	C	C
Head of Unit arranges to update their Unit Safety Statement, relevant documents and actions.	I	R	A	C	C
Heads of Unit sign a Safety Declaration verifying their responsibilities and the updated Unit Safety Statement is in order.	I	R	A	C	C
Safety Training Coordinator (on behalf of HSOer):					
<ul style="list-style-type: none"> on receipt of USSs analyses the Units' safety training needs. 	R	I	A	C	C
<ul style="list-style-type: none"> carries out follow-up work with many Heads, Safety Coordinators to check their training needs are clear and if there are other skills gaps. 	R	I	A	C	C
<ul style="list-style-type: none"> devises a Central STP based on resources available. 	R	I	A	C	C
<ul style="list-style-type: none"> promotes the STP to Units via Safety Coordinators or targeted groups e.g. staff due refresher training. 	R	I	A	C	C
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<ul style="list-style-type: none"> promotes and organises University wide initiatives/ events to focus on awareness, participation and benefits of workplace safety. 	R	I	A	C	C

<ul style="list-style-type: none"> devise processes to support Unit Safety Coordinators in their role e.g. Safety Coordinators Meetings. 	R	I	A	C	C
<ul style="list-style-type: none"> develops learning solutions that meet the specific legal requirements for health and safety training e.g. online training for certain courses. 	R	I	A	C	C
<ul style="list-style-type: none"> provides Unit Safety Training records on SharePoint. 	R	I	A	C	C
Heads of Units to ensure that their staff attend the training identified as required.	I	R	A	C	C
Heads of Units and their Safety Coordinators to check training attendance records to target further attendance.	I	R	A	C	C
HSoer reports safety training figures in annual H&S Report for the Director of Safety/COO which is provided to the UMT.	R	C	I	C	A