

Process, including activities	Health & Safety Officer	Heads of Units	Head of Compliance Dir. of Safety / COO	Strategic Risk Mgt Cttee	UMT
University of Galway Safety Statement (Part 4) includes an annual established requirement for Heads of Units to update their Unit Safety Statement annually. They are to provide it to the Health & Safety Officer on behalf of UMT and Údarás na hOllscoile as a safety oversight and compliance measure.	I	R	C	C	A
Health & Safety Officer (HSOer) emails Heads of Units (and copies UMT members and Unit Safety Coordinators) to confirm that the Unit Safety Statement information is to be provided by a specific deadline.	R	I	A	C	C
HSOer arranges training for Heads of Units to attend. This reiterates their safety responsibilities.	R	I	A	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	A	C	C
Head of Unit arranges to update their Unit Safety Statement, relevant documents and actions.	I	R	A	C	C
Heads of Unit signs a Safety Declaration verifying their responsibilities and that the updated Unit Safety Statement is in order.	I	R	A	C	C
On receipt, Unit Safety Statements are reviewed by HSO to verify that: - main entries completed, - uploads provided, - HSO have access to Unit SharePoint site.	R	I	A	C	C
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Where issues with Heads submitting their Unit's Safety Statements, the HSOer	R	I	A	C	C

escalates to Head of Compliance and then to Director of Safety/Chief Operating Officer.					
If NOT in order: the Head of Unit must revise the Unit Safety Statement so that it is valid and complete.	I	R	A	C	C
If in order: the Head of Unit must take all necessary action. Including those based on the Safety Statement document and the Unit's Key Safety Information (both provided by the HSO).	I	R	A	C	C
HSOer updates the Safety Working Group on the status of the Unit Safety Statement returns.	R	C	I	C	A
HSOer may request updates from Heads of Units during the year on the progress of the actions they have set out in their Unit Safety Statement.	R	C	A	C	C
Head of Units to provide any updates requested by HSOer. These will be reported to the Safety Working Group.	I	R	A	C	C
HSOer reports Unit Safety Statement returns and data in the annual H&S Report for the Director of Safety/COO which is provided to the UMT.	R	C	I	C	A