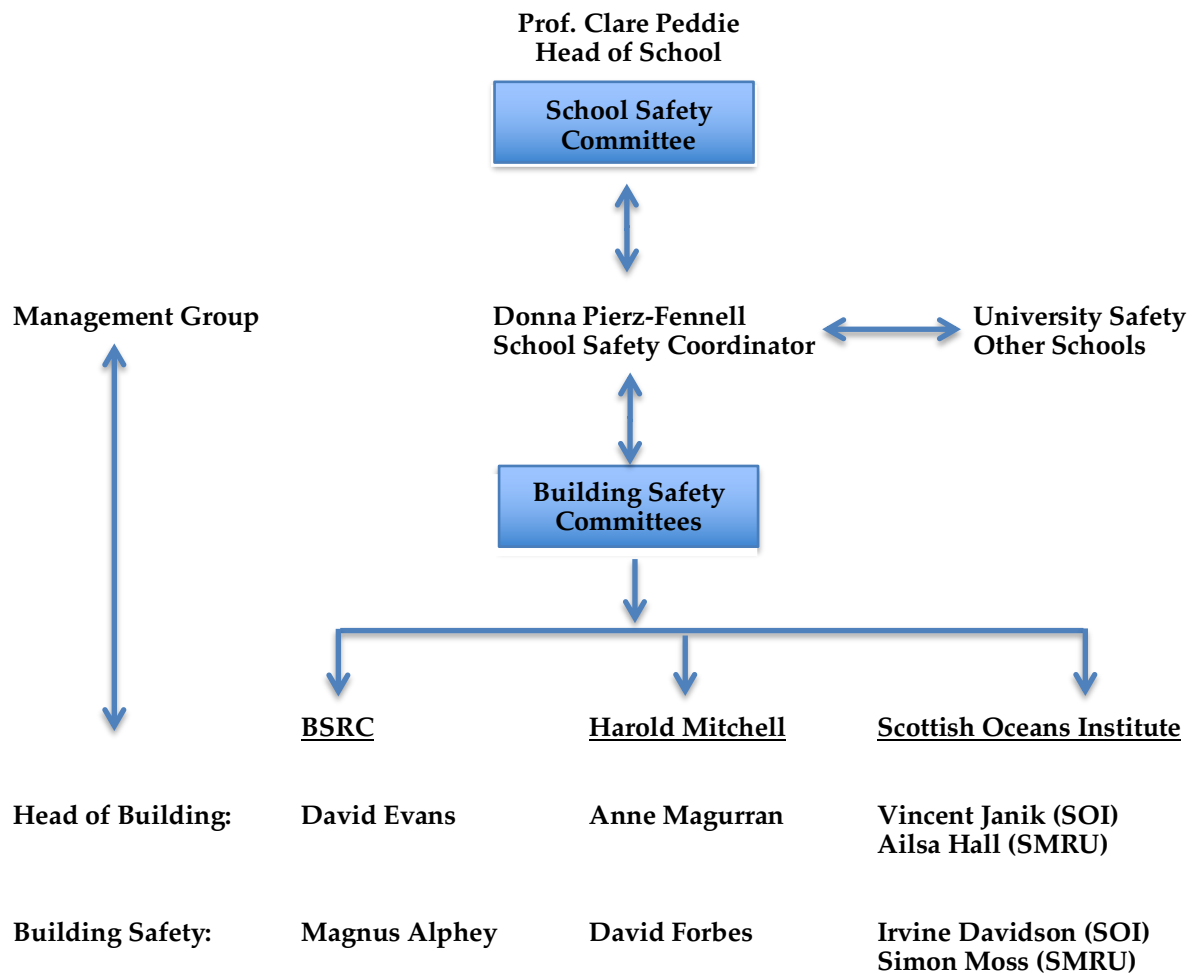


**SCHOOL OF BIOLOGY  
HEALTH AND SAFETY POLICY STATEMENT**

1. The Head of School is responsible for all matters of Health and Safety within the School:
  - a. The Health and Safety of all school staff, while on duty.
  - b. The Safety of any person in school areas.
  - c. Ensuring that staff who work in other departments adopt relevant local Safety policies.
  
2. The Health and Safety management structure for the School is set out below and is also included in the School Health and Safety Policy document.

**School of Biology  
Health and Safety Management Structure**



3. The School will appoint a Safety Committee to manage Safety on behalf of the Head of School. The committee will meet as required, but at least annually.

4. The Head of School will oversee the School Safety Committee to ensure that these responsibilities are met. The membership of Committee includes the Head of School, the School Health and Safety Coordinator, and the individual Building/Unit Health and Safety Coordinators.
5. The School strives to minimise risks to visitors, employees, students, contract labour and service engineers by acting on appropriate legislation, providing training and adequate Safety equipment, and encouraging Safety consciousness in the workforce.
6. The School Safety Committee will produce appropriate Safety policies as required.
7. The School Safety Committee will systematically review hazards, perform risk assessments, and keep appropriate records and risk assessments to comply with legislation.
8. The School Safety Committee will determine and coordinate the Safety policy for the School, taking into consideration relevant governing legislation, recommendations of the relevant University Health and Safety policies and committees, guidance issued by the Environmental, Health and Safety Office and the needs of the individual School Buildings.
9. There will be a Health and Safety Committee convened in each School building to deal with issues specific to that building; it should meet at least annually. Minutes of each Building Safety Committee will be forwarded to the School Safety coordinator for inclusion at Staff Council.
10. Heads of Buildings, appointed by the Head of School, will have delegated responsibility for Health and Safety matters within their particular building and lead the Building Health and Safety Committee. In each building there will be a Health and Safety Coordinator and individuals delegated to deal with the day-to-day management of Health and Safety issues in the building.
11. The School Health and Safety Coordinator will meet with Building Health and Safety Coordinators as necessary. If problems cannot be resolved at the building level, they should be referred for advice to the School Health and Safety Coordinator in the first instance.
12. The School will carry out Safety inspections in each building once a year. The inspection teams will normally be recruited from the Building Health and Safety Coordinators but may include other specialist members. Reports of these inspections will be signed by the Head of Building and made available to the University Health and Safety Adviser and the School Safety Committee, with recommendations for action.
13. When members of the School are located in a building controlled by another School, either permanently or temporarily, they will adopt the Safety management structure of that School.
14. Accidents and incidents are to be reported to the Environmental, Health and Office and thoroughly investigated by School Health and Safety personnel or the University Health and Adviser.
15. Specialist activities of the NERC-Funded Sea Mammal Research Unit are recognised and are subject to an additional Code of Practice that extends the Safety Policy Document of the School of Biology.

Professor Clare Peddie  
(Head of School)

Date: September, 2018

*Signature on File*