

MEMO



To: All Research Group Leaders

From: Head of College, College of Life Sciences

Date: Wednesday, 16 March 2011

Re: Health & Safety Responsibilities of Research Group Leaders

The College of Life Sciences (CLS) is fully committed to preserving the health, safety and welfare of its staff and students while they are at work as far as is reasonable and practicable. The College Board recognises the importance and value of effective health & safety and that it is an integral part of the duties of line managers, for whom the implementation of health & safety policies and procedures is a prime responsibility. As a Research Group Leader you play a vital role in achieving and maintaining a robust and effective College health & safety management system and automatically assume clearly defined health & safety responsibilities (see below).

All College health & safety information can be accessed via the CLS Health & Safety Web Site: <https://www.lifesci.dundee.ac.uk/services/healthandsafety/>. Use your Life Sciences Directory username and password to log in.

Health & Safety Responsibilities of Research Group Leaders

(Excerpt from CLS H&S Policy Document, Section 3.1.5.)

Research Group Leaders and Academic Teaching Staff carry responsibility for maintaining health & safety standards within their designated areas. They must:

- Actively promote good health & safety performance, by example and instruction.
- Ensure that all staff and students working or studying under their supervision know and accept their health & safety responsibilities, are trained and equipped to carry them out and are held accountable for fulfilling them.
- Participate in safety inspections and investigations into serious accidents/incidents within their area.
- Take appropriate action in the event of non-compliance.
- Raise health & safety issues concerning your staff and/or students at the appropriate management meeting, i.e. Divisional or School Board meeting.
- Obtain the necessary licences and authorisations from Enforcing Authorities.

The following duties may be delegated to a competent member of staff, but full responsibility remains with the Group Leader/Academic Teaching Staff Member:

- Implement corrective action, as prescribed by the Health & Safety Management Committee in light of inspection/audit reports.
- Provide adequate training and supervision for new staff and students.
- Register work activities and have them risk assessed, before they commence.
- Ensure risk assessments are communicated to the relevant personnel and that the necessary control measures are applied.

When equipment and work activities change, guarantee safety is maintained and, if necessary, carry out further risk assessments.