

Other H&S considerations

Often during periods of fast change, and in addition to risk identification, assessment and mitigations as outlined above, some of the basic matters can be missed. To help colleagues a simple aide-memoire has been produced for some core h&s roles and considerations:

HEALTH, SAFETY, ENVIRONMENT	
Functions/People: Identify a person(s) who will be: -	
H&S Officer / Coordinator	Seen as a Champion for health, safety and environmental messages and information. For example, receive and communicate relevant h&s information (<i>where appropriate, this person will then be mentored & trained through H&S</i>). <i>If it is unclear who will eventually undertake this role a contact-point should be identified who will liaise with existing h&s coordinators (from subsumed sections/departments) and communicate with central H&S staff.</i>
Mandatory Training and Information	Be able to provide local inductions to new staff. Ensure new line managers are aware of mandatory training requirements for staff.
Accident & Incident Forms	Receive and process Accident & Incident Forms, ensuring a copy is forwarded and/or immediate notification given of a serious incident to Health and Safety.
Accessibility Contact	Provide specific accessibility support and information to staff, students and visitors (<i>this is/may be in addition to the School Student Disability Contact as it relates more to the physical environment and safety support to enable students to fully participate</i>).
Driver Licenses & Vehicles	Oversee/ensure Driver Licences are checked for all staff who operate University-owned, and University hired vehicles. MINIBUSES: oversee Minibus hires, MIDAS Training and use of Small Bus Permits. If operating University owned/leased vehicles, appoint a single person to oversee vehicle tax, MOT test, Servicing and Insurance.
DSE Assessor(s)	Oversee compliance-performance for Computer User Training. This is/can be in addition to local DSE Assessors (this is an institutional & College/Professional Service KPI).
Environmental Champion*	Act as the contact for College/Professional Service environmental and sustainability matters.
Out of Hours Incidents and Contacts	Details of key contact(s) for out-of-hours incidents and emergencies. Please share key building-contacts with University Security.

Overseas Travel*	<p>Review the schedule of administrators/managers who receive overseas travel insurance notifications, at: https://www.bangor.ac.uk/hss/inflink/TravelInsurance.php.en</p> <p>The schedule will be updated in due course to reflect new Professional Services/Colleges.</p> <p>Please advise healthandsafety@bangor.ac.uk of any changes.</p>
Staff Sickness Absence	Nominate a single or multiple contacts for receipt of Fit Notes/Self-Certificates (Sick Notes) for the line manager to input into iTrent.
Student Placements*	<p>Ensure suitable arrangements are in place to record and facilitate Student Placements (work experience/workplace learning), including pre-placement checks in accordance with the Academic Procedure for Placement Learning:</p> <p>www.bangor.ac.uk/regulations/codes/code07.php.en.</p>
Chemical, Biological & Material Waste Disposal (incl. Human Tissue, WEE waste)*	Ensure persons are nominated to coordinate/facilitate the safe disposal of Hazardous (chemical , biological , human tissue , IT/WEE) wastes and maintain records.
Precursors (drug, chemical, explosives) and other Notifiable Materials*	Ensure, where appropriate, a person is nominated to assess, notify and record all use of statutory notifiable and controlled precursors and explosive materials . Ensuring your College/Professional Service complies with the authorised quantities and record keeping requirements.
Specialist Equipment*	Ensure maintenance/servicing/interim checks (e.g. safety critical devices) of specialist equipment continue, e.g. Autoclaves, Centrifuges, Biological Safety Cabinets, Safety-critical interlocks, HEPA and Extract filters.

DOCUMENTS

<p>Overview H&S Risk Assessment</p> <p>This document summarises performance measures dictated by legislative and University requirements</p>	<p>Your College/Directorate will have changed, possibly including completely new activities and risks, so the Overview Risk Assessment will need updating.</p> <p>It is recommended you task a team member to contact central Health and Safety Staff and undertake an initial review to try and identify obvious gaps, weaknesses and fundamental changes in procedure, and areas where immediate action is required.</p>
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Health, Safety & Environment Policy & Procedures	Review what's in place and identify what 'works' and reflecting the University's plan-do-check-act H&S Management System. Seek support from the central H&S team where needed.
Communication & Consultation	<p>Often, some aspects of communication fall-down during organisational change – not surprising, as there are so many things happening. It can therefore be critical that some basic health, safety and environmental messages are communicated, such as who to contact initially within the College/Professional service.</p> <p>In the short term it would be beneficial to inform your staff that previous (existing) h&s arrangements will persist and where personnel have changed, to contact your H&S lead in the first instance.</p>

Other Health, Safety and Environmental roles/functions*:

- **Radiation:** Changes to activities, roles or responsibilities of/for radiation use and waste control should be assessed.
- **Environmental and similar Permits:** These will be re-assessed to confirm local contact details and arrangements.
- **Genetic Modification:** To be assessed separately (no significant impact anticipated).
- **Fire Drills / Safety:** This will be assessed following re-organisation. Existing functions and activities should continue to ensure Fire Drills are undertaken and recorded each Semester.
- **Electrical Safety:** A schedule will need to be created of all electrical equipment housed within the new College/Professional Service structures and a revised schedule of test and/or inspect developed.
- **First Aid:** The provision and distribution of an adequate number of First Aiders across your functions and activities.
 - Where applicable