

Responsibilities of the Departmental Safety Officer (DSO)



The Departmental Safety Officer is appointed by the Head of Department to assist them in the creation, development, monitoring and review of the Department's arrangements for safe working.

Since the HoD is responsible for safety management it is important that the DSO keeps them informed of hazards and circumstances that must be brought to their attention. This can be achieved by regularly providing information about the current state of safety in the Department, particularly where matters are unresolved.

The DSO is not expected to be a safety professional and should seek advice on safety law and practice, both national and organisational, where necessary, from Safety Services.

1. Monitor and regularly review, the department's organisation and arrangements for safe working.

*Ensure that safety role holders are appointed and recorded in the Department's Responsible Person Register in RiskNET.
Review at least annually the Index of Arrangements for Safe Working and identify new work activities where written arrangements need to be prepared or revised. Identify and inform the member of staff responsible for making the necessary changes.*

2. Compile, disseminate and update the departmental arrangements for safe working.

As part of the annual review:

- *edit written arrangements;*
- *receive individual arrangements from those responsible for writing them;*
- *prepare new set of Departmental Arrangements for Safe Working;*
- *ensure all relevant people have access to the updated arrangements.*

3. Bring to the attention of the HoD or departmental management, at an appropriate level, any non-compliance with departmental arrangements for safe working.

Non compliance will result from a failure to abide by a previously agreed standard and will be identified from:

- *accident/incident reports including near misses and hazard observations;*
- *periodic inspections*
- *FEM reports;*
- *concerns raised by individuals.*

4. Report to the HoD on a regular basis any shortfalls in departmental, arrangements for safe working or any issues concerning the management of safety within the department.

A shortfall in departmental arrangements can be defined as a hazard or work activity which has not previously been considered or identified and may only come to light from accident/incident reports, periodic inspections, FEM reports or concerns raised by individuals. In addition groups joining the department may introduce hazards or work activities, which are new to the department.

5. Monitor the implementation of changes to departmental arrangements for safe working.

At times other than the annual review a change may involve:

- *the addition of an arrangement where a new hazard is identified;*
- *change to an existing arrangement for safe working as a result of a change in legislation or to UCLs objectives and guidance.*

6. Ensure records are maintained of training received by individuals who are appointed to carry out specific safety roles and for mandatory UCL safety training requirements.

Individuals who are appointed to carry out specific safety roles are recorded in the departments responsible persons register in RiskNET. The register can be used to record when training was completed and when requalification or refresher training is due. N.B. Managers are responsible for maintaining records of the information, instruction and training received by their staff and post-graduate students to enable them to work safely

7. Ensure that all accidents and incidents involving members of staff, students and visitors are reported using the RiskNET on-line incident reporting system.

Ensure that the department has arrangements in place for communicating UCL's accident and incident reporting procedures to all staff, students and visitor e.g. during induction and as a written instruction in the departments arrangements for safe working.

8. Assist departmental management, Safety Services or any outside authority in the investigation of accidents and incidents.

Assist by providing information about:

- *the circumstances that led to the accident;*
- *the results of departmental investigation i.e. what went wrong;*
- *action that the department management has taken as a result of the accident or incident.*

9. Act as a point of contact for receiving and disseminating changes and updates from Safety Services in relation to Legislation or UCL policy, objectives and guidance.

Ensure changes and updates received from Safety Services are communicated to relevant staff and students via established departmental communication routes e.g. intranet, memos, notice board, e-mail etc.