

School of Health Sciences

Faculty of Biology, Medicine and Health

Health and Safety Statement of Intent

Statement of Intent

The School of Health Sciences fully recognises and accepts its duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and associated legislation.

It is the policy of the School to pursue the highest standards of health, safety and wellbeing in all of its activities. Minimum compliance with legal requirements is not the objective and we seek progressive, continuous improvement in safeguarding all staff, students, visitors and others who may be affected by our work activities.

This statement of intent identifies the essential elements of our health and safety management system and details the commitment the School has for maintaining and improving health and safety management standards. So far as is reasonably practicable, we will provide a safe work environment that meets all relevant statutory requirements.

Our employees and students are our key resource and it is crucial that risks to their health and safety are properly controlled through an effective health and safety management system. We expect staff, students, visitors, and others who work and study with the School to share this commitment by complying with our policies and procedures and to understand that they also have a legal and moral obligation to themselves and to others.

The School acknowledges that good health, safety and wellbeing is a core management function that should be fully integrated into the management of its key activities. The avoidance of significant risk to the health and safety of people is a key business priority.

To do this effectively, the School takes a systematic approach to identifying risks and ensuring that resources are allocated proportionally to manage them. In addition to having in place the School's Health and Safety Statement of Intent and supporting local arrangements, the School examines its work activities and makes suitable and sufficient assessments of all significant health and safety risks. These assessments determine service priorities and set objectives for eliminating hazards, reducing risks and achieving a progressive reduction in accidents and injuries.

The School recognises the importance that strong strategic leadership and effective management control plays in establishing a positive safety culture and preventing incidents and accidents at work. We are committed to improving safety performance and this statement provides the framework for this goal to be achieved. The School values the important contribution that staff and safety representatives make in improving safety standards. A partnership approach to managing safety is crucial to the School meeting its objectives for maintaining and improving safety performance.

The School will ensure that adequate resources are allocated to support the requirements of this statement, which complements that of the University of Manchester:

<http://documents.manchester.ac.uk/display.aspx?DocID=654>

This policy has been written based on guidance provided by Chapter 13 of the University H&S arrangements details can be found here: <http://documents.manchester.ac.uk/display.aspx?DocID=13894>.

I, Andrew Brass, as Head of School, make this statement on behalf of the School, as the employer, and take primary responsibility for the setting of standards to ensure the safety of all employees and others who may be affected by our activities.

Our Commitment

The School believes that good health, safety and wellbeing management is an important and integral part of any employer's social and corporate responsibility. Reducing risks in the workplace reduces costs and ultimately benefits the School and the reduction of significant risk to safety of people is a key business priority.

We are committed to achieving high standards in the health, safety and wellbeing for all staff, students, visitors and others who may be affected by our activities.

The School accepts that the implementation of effective health and safety arrangements contributes to the performance of the School by:

- Having strategic plans which set health, safety and wellbeing goals, acknowledge the resources required to achieve those goals and provide clear direction for the School to follow;
- Taking health, safety and wellbeing into consideration in all relevant strategic planning in respect of teaching, research and all other business decisions;
- Ensuring that significant health, safety and wellbeing issues arising from operational and functional changes across the School are suitably addressed;
- Ensuring that health and safety performance, wellbeing and development needs of staff are fully considered;
- Submitting annual safety reports to the School Leadership Team
- Ensuring that managers across the School implement the requirements of this policy and allocate resources for health and safety according to risk;
- Ensuring managers attend and chair relevant health, safety and wellbeing meetings and oversee formal health and safety inspection programmes;
- Supporting staff and student development needs, encompassing information, instruction, supervision and training;
- Recognising that the prevention of accidents and incidents at work and the health and wellbeing of all staff and students requires effective management and that managers approve risk control systems;
- Developing a positive safety culture that will allow the School to maintain, monitor and improve safety performance;
- Maintaining effective means for communication and consultation on safety matters;
- Committing to a collaborative approach which recognises the important contribution that staff and their representatives can make to improve health, safety and wellbeing;
- Providing safe equipment and working conditions and ensuring all premises, plant and systems of work provided by them or under their control, or as specified in agreements with others, are maintained without compromising health and safety;
- Having in place plans for dealing with emergencies and their effects;
- Ensuring that activities undertaken by the School are suitably managed and do not present a foreseeable risk to non-employees (including placement and fieldwork activity);
- Ensuring that arrangements are in place for all new staff and students to receive corporate, Faculty, School and local health, safety and wellbeing induction when joining the School;
- Providing access to competent specialist health and safety advice via the School Compliance and Risk Manager and specialist advisors;
- Ensuring, via the process of hazard mapping and risk profiling that all significant risks to staff, students, and others are suitably assessed and controlled;

- Implementing a clear and well disseminated health and safety management system by which managers and academic supervisors are able, where appropriate, to delegate the assessment and control of risk to those who are trained and competent to do so. However, the overall responsibility and accountability remains with the manager;
- Working in line with the University's arrangements for the management of shared workplaces and liaising with the Directorate of Estates and any other parties regarding any issues where there is a joint responsibility.
- Wellbeing
 - Ensuring that managers and academic staff receive appropriate mental health awareness training to identify, respond to and support the health and wellbeing of their staff and students;
 - Ensuring managers proactively review the workloads of their team;
 - Recruiting and maintaining networks of staff and student wellbeing champions;
 - Promoting safe environments for staff and students to discuss their wellbeing;
 - Providing access to, and promotion of, University services for mental health and wellbeing needs;

Your Commitment

The School expects all staff, students, visitors and contractors to co-operate on health and safety matters, take care of their own health, safety and wellbeing and that of others who may be affected by their actions.

In particular by:

- Not undertaking any actions which constitute a danger to yourselves or others;
- Not intentionally or recklessly interfering or misusing anything provided in the interests of safety;
- Cooperating with the School and supporting its policies and procedures on health and safety;
- Making yourself aware of the contents of all risk assessments relevant to your work and implementing the required stated procedures to control the risks identified.
- Bringing to the attention of your manager any situations or practices that may lead to injuries, or damage to plant or equipment;
- Using all materials and equipment in a safe and responsible way;
- Maintaining good housekeeping in areas in which you are working;
- Reporting all near misses, incidents, and accidents;
- Undertaking all such health and safety training as is relevant to your work activities;
- Setting a high standard of health and safety at all times;
- Being involved in decisions that will affect your health, safety and wellbeing and promote best practice.
- Wellbeing
 - Discussing wellbeing with line manager, post-graduate research supervisor, academic advisor or member of support staff as appropriate;

Signed by:

Head of School

Signature: Andrew Brass

Date: 23/09/2022

Head of School Operations

Signature: Janine Ellis

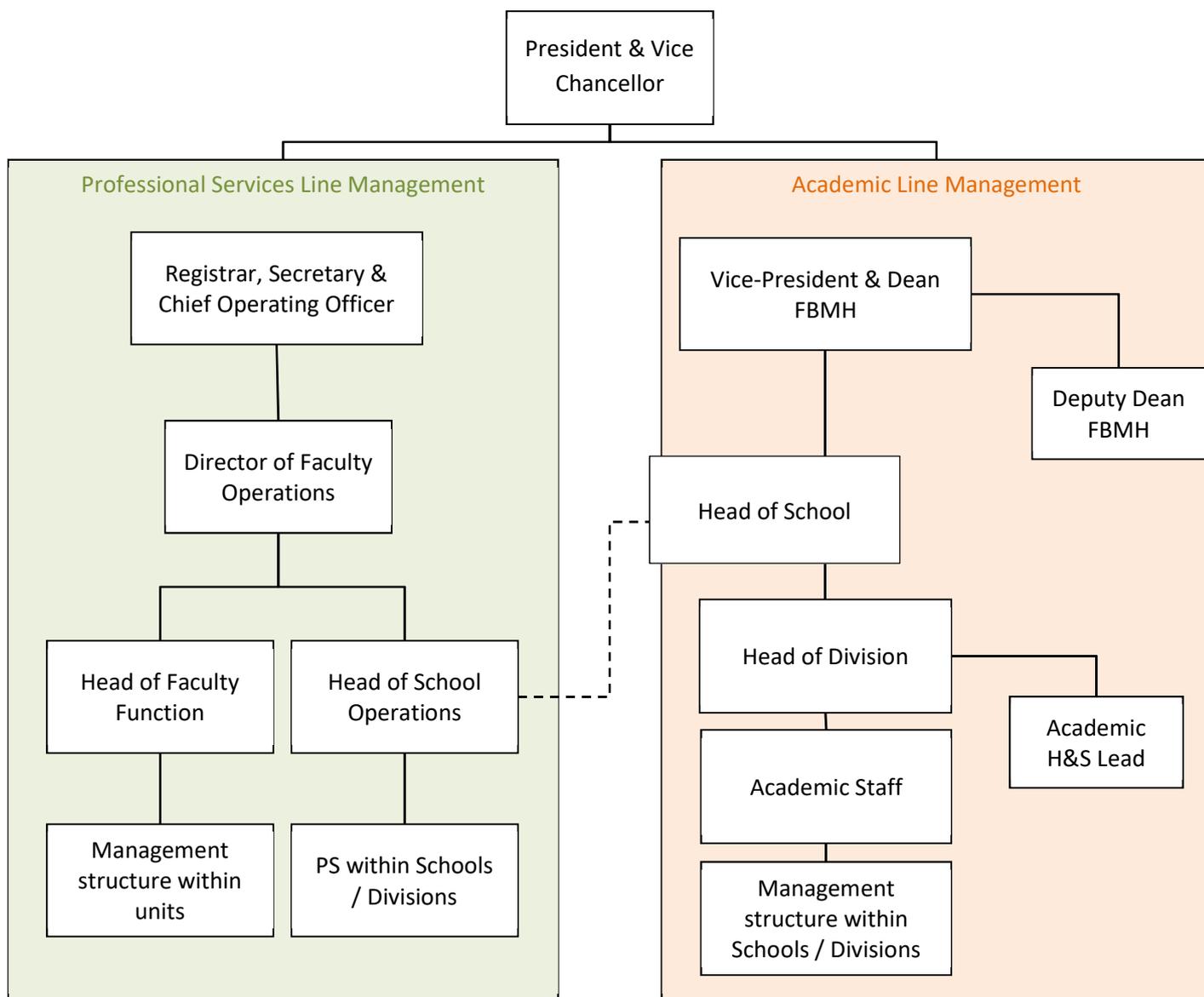
Date: 23/09/2022

(A signed copy will be kept on file.)

Please see the document describing the Faculty organisational control, responsibilities and roles.

Organisational Control, Responsibilities and Roles

In the Faculty of Biology, Medicine and Health the following health and safety management structure has been agreed:



The Vice-President and Dean of the Faculty of Biology, Medicine and Health is responsible for the health, safety and wellbeing of all staff, students, visitors and others who may be affected by the activities of the Faculty and is accountable to the President and Vice Chancellor.

The Vice-President and Dean is responsible for ensuring that the arrangements for health and safety for staff and students located within the partner NHS Trusts are appropriately addressed, as set out in the University health and safety Arrangements, Chapter 20: University and NHS Trust Shared Premises – health and safety arrangements for the management of jointly Shared Workplaces.

<http://documents.manchester.ac.uk/display.aspx?DocID=14772>

The Vice-President and Dean of Faculty has established a Faculty Health, Safety and Wellbeing Committee which will be co-chaired by the Dean and Director of Faculty Operations. Although responsibility for health and safety within the Faculty lies with the Vice-President and Dean, all health, safety and wellbeing matters concerning Schools and Divisions within the Faculty have been devolved to the relevant Heads of School / Division. A list of the Schools and Divisions and the post to which responsibility has been devolved can be found at Appendix 1.

Head of School (HoS) is responsible for the health, safety and wellbeing of all staff, students, visitors and others who may be affected by the activities of the School and is accountable to the Vice-President and Dean of the Faculty of Biology, Medicine and Health.

Each Head of School must:

- Prepare, approve and keep up to date a local health, safety and wellbeing statement of intent in accordance with legal requirements and the policies and procedures of the University, as well as monitoring compliance against these policies and procedures;
- Establish and chair a School Health, Safety and Wellbeing Committee;
- Ensure that all persons who may be affected by the activities of staff and students are informed about the arrangements outlined in its health and safety statement;
- Where appropriate, approve statutory notifications and complete statutory compliance returns;
- Prepare an Annual health and safety monitoring report for inclusion in the Faculty Monitoring report;
- Ensure the provision of suitable and appropriate information, instruction, training and supervision to the staff, students and academic visitors under their control;
- Ensure suitable arrangements are in place for the preparation and approval of risk assessments, and that these are signed and kept up-to-date;
- Ensure that there are systems in place for the storage of completed risk assessments according to the University record retention schedule and for their disposal and communicate this to all staff;
- Where appropriate, liaise with the University's Occupational Health Service on the necessity for health surveillance of staff and students;
- Ensure the reporting and investigation of accidents, incidents and near misses in accordance with University arrangements and guidance, (including those that occur off campus during organised placements, etc.) and disseminate appropriately;
- Provide such resources as are necessary to enable safety management to be implemented and effective throughout the school;
- When required to identify and appoint local specialist safety advisors (biological, radiological, laser etc.) as required to assist in the development, implementation, monitoring and review of the School/Division health and safety arrangements;
- Ensure suitable induction arrangements are in place for all new or transferring staff and students;
- Appoint a sufficient number of first aiders, evacuation marshals and other personnel to assist in emergency procedures and evacuations.

Heads of Schools may delegate the day to day management of health and safety to the Heads of Division. For the avoidance of doubt, where responsibility has not been delegated in writing, it shall remain with the former.

Head of Division (HoD) has delegated responsibility for ensuring the health, safety and wellbeing of all staff, students, visitors and others who may be affected by the activities of the Division and is accountable to the Head of School.

Each Head of Division will:

- Ensure that all persons who may be affected by the activities of staff and students are informed about the arrangements outlined in its School health, safety and wellbeing statement;
- Ensure the provision of suitable and appropriate information, instruction, training and supervision to the staff, students and academic visitors under their control;
- Ensure suitable arrangements are in place for the preparation and approval of risk assessments, and that these are signed and kept up-to-date;
- Ensure that there are systems in place for the storage of completed risk assessments according to the University record retention schedule and for their disposal and communicate this to all staff;

- Have delegated responsibility for ensuring that staff in the divisions adhere to University/Faculty policies and procedures as appropriate;
- Where appropriate, liaise with the University's Occupational Health Service on the necessity for health surveillance of staff and students;
- Ensure the reporting and investigation of accidents, incidents and near misses in accordance with University arrangements and guidance, (including those that occur off campus during organised placements, etc.) and disseminate appropriately;
- Provide such resources as are necessary to enable the implementation of effective management of health, safety and wellbeing throughout the division;
- Ensure suitable arrangements for induction are in place for all new or transferring staff and students;

Academic H&S Leads will liaise between the School Compliance & Risk Manager (CRM), Technical Operations Managers (TOM) and other School Safety Advisors (SSA) to advise on safety matters. The academic H&S lead post is not one that carries responsibility for safety management; it is primarily to assist managers by providing information, advice and support and to promote awareness of health & safety and engage with all staff across the School/Division. The academic H&S leads are responsible to the Heads of Division.

Divisional Academic H&S Leads will:

- Be an active member of the School Health, Safety and Wellbeing Committee and ensure Health and Safety matters are discussed regularly at this meeting;
- Be an active member of the Divisional Leadership Team and ensure health and safety matters are discussed regularly at this meeting;
- Chair the Divisional Health, Safety and Wellbeing Committee;
- Ensure that all academic, research and Professional Services (PS) staff within the Division understand their responsibility for health, safety and wellbeing;
- Work with the School CRM, TOMs and safety advisors to advise on procedures to ensure the safety of all activities within the Division;
- Work with the TOMs and School CRM to ensure new members of the Division, including students, receive appropriate induction in safety policy, codes and standards, as well as School safety arrangements and procedures;
- Work with the School CRM to ensure all members of the Division, including students, are informed of new developments with particular reference to any changes of policy or procedure;
- Work with the School CRM to raise awareness of health and safety and help ensure that accidents and incidents are reported promptly. Work with the School/Division accident investigation team, as required;
- Report any instances of non-compliance to the Head of Division and School CRM;
- In conjunction with the TOMs, safety advisors, School CRM and other members of staff, carry out workplace inspections and other monitoring work (for example, checking that risk assessments are available and kept up-to-date, and visually monitoring the presence and condition of safety equipment such as fire protection equipment, in accordance with current University guidance on workplace inspections), and to report any items seen to be missing or faulty so that prompt action may be taken to remedy that fault or deficiency;
- Inform the School CRM of any changes to the risk profile in the Division due to either new hazards being introduced into the Division or hazards being removed from the Division;
- Ensure that monitoring of health, safety and wellbeing matters occurs on a regular basis;
- Participate in health and safety audits (e.g. HASMAP);
- Participate in preparing the School annual monitoring report.

Academic Staff/Principal Investigators are responsible for the management of all aspects of health and safety relating to their research projects and also that of any staff, students or research participants associated with the project; this is assumed unless an alternative arrangement is agreed with the Head of

School/Division and written down as part of the research documentation. In addition, they have a duty of care to their students whilst teaching. They are responsible for ensuring that their students are aware of and comply with University health and safety regulations.

Research Project responsibilities include:

- Ensuring that risk assessments take place at the planning stage of any research proposal, and that the costs of implementing suitable risk control measures, and disposing of any hazardous substances or materials, are included in the funding arrangements;
- Ensuring that comprehensive risk assessments are carried out for all aspects of the work and that those preparing them have received the appropriate training, resources, advice and support and are competent to do so;
- Ensuring that all risk assessments (including CoSHH assessments) are reviewed and kept up-to-date as the research proceeds, and that everybody involved in the work activity has read, understood and is compliant with the requirements in the relevant risk assessment(s);
- Following the School process for storing risk assessments according to the University retention schedule and ensuring that these are disposed of after the retention period ends;
- Ongoing ownership and responsibility for all biological samples produced or purchased by staff and/or students whilst in their research group even after the individual has left;
- Ongoing ownership and responsibility for all chemicals purchased by staff and/or students whilst in their research group even after the individual has left, until these are either used up or disposed of and deleted from the LabCup inventory;
- Preparing and implementing relevant Safe Operating Procedures (SOP's) based on significant findings of risk assessments;
- Ensuring that risk control measures are implemented and continue to be effective;
- Understanding the University's Health and Safety policy statement, arrangements and guidance, how they are applied within the school, and within the working space of the research team;
- Maintaining suitable records of exposure to substances hazardous to health, in accordance with University policies, arrangements and guidance;
- Arranging for all appropriate health and safety training, including training identified in the risk assessment;
- Consulting additional experts as and when competence cannot be provided from within the research team (and in particular, where multi-disciplinary or ground-breaking work introduces researchers to hazards with which they are unfamiliar);
- Attending specialist committees (or sending a nominee) where notifiable activities are being considered;
- Liaising with school safety advisors and other special hazards advisors, and providing information on request about the risks and control measures;
- Complying with recommendations made as a result of inspections by School and University Safety Co-ordinators or formally submitting a written explanation for delayed or non-compliance to the appropriate safety committee;
- Ensuring that all research group members respond to, and co-operate with any requests for them to attend for health surveillance and advice.

Teaching responsibilities include:

- Ensuring that the students are familiar with the building's local arrangements, including first aid and fire alarms;
- In the event of an emergency evacuation, ensuring that all students have safely evacuated the premises;
- Completing a risk assessment for all practicals and making this available to all students, demonstrators, teaching and technical staff involved;
- Ensuring that all students abide by the provisions in the risk assessment to work safely, including wearing the PPE specified;

- Ensuring mechanisms are in place to identify students who may need additional support (e.g. via attendance monitoring).

The Director of Faculty Operations is responsible for the health, safety and wellbeing of all professional services (PS) staff within the Faculty. Where PS staff are based within a School, the day-to-day management of health, safety and wellbeing will reside within that Unit and will be managed by the Head of School Operations and the Head of School. Assurances are obtained by the Director of Faculty Operations through the Faculty Health, Safety and Wellbeing Committee. Day-to-day management of health, safety and wellbeing for PS staff not assigned to a School is devolved as per Appendix 1. In accordance with University arrangements Chapter 18, the Director of Faculty Operations ensures the health and safety of the human resources, IT, estates and finance staff assigned to the Faculty through the Faculty Office Health, Safety and Wellbeing Committee. Assurances are provided to the Director of the central function through the provision of minutes.

Head of School Operations: The health, safety and wellbeing management of PS staff assigned to a School lies with the relevant Head of School Operations. The day-to-day management of the health, safety and wellbeing of this group of staff resides within the School and as such is managed through the Head of School; however, they are accountable to the Director of Faculty Operations.

Faculty Function Heads: The health, safety and wellbeing management of PS staff assigned to a particular Faculty Function lies with the Faculty Function Head, devolved from the Director of Faculty Operations.

All staff and students must take reasonable care of themselves and others who may be affected by their acts or omissions whilst at work and comply with both central and local policies and follow the procedures laid out in local arrangements and risk assessments covering activities, to enable the University of Manchester to discharge its duties with regard to health and safety.

Safety Advisors: Specialist roles have been assigned within the faculty to provide advice and support. Further information with respect to roles, responsibilities and contact details can be found on the associated intranet pages.

- Safety Advisors including; Compliance and Risk Managers; Biological Safety; Radiation Safety; Laser Safety; and Local Safety Advisors can be found at:
<https://www.staffnet.manchester.ac.uk/bmh/ps-activities/health-safety/local-arrangements/laboratory-safety/safety-advisors/>
- A list of DSE Assessors and the areas they cover can be found at:
<https://www.staffnet.manchester.ac.uk/bmh/ps-activities/health-safety/local-arrangements/risk-assessments/dse-assessments/>
- The University Safety Coordinators can be found at:
<http://www.healthandsafety.manchester.ac.uk/aboutus/contactus/>
- Fire Evacuation Marshalls (FEMs) operate in all buildings to facilitate the safe evacuation of all personnel via the nearest safe exit:
<https://www.staffnet.manchester.ac.uk/bmh/ps-activities/health-safety/local-arrangements/emergency-procedures/fire-and-evacuation-procedures/>
- Faculty Wellbeing Champions can help signpost staff to the University wellbeing services. Further details available at: <https://www.staffnet.manchester.ac.uk/wellbeing/wellbeing-champions/>

Faculty and University Arrangements

Key health and safety arrangements for the Faculty (over and above those contained herein) mirror those which are contained in further detail on the University's Safety Services website under 'Arrangements Chapters' <http://www.healthandsafety.manchester.ac.uk/policy/arrangementschapters/>

Local Arrangements

All Schools in FBMH are required to have a health, safety and wellbeing statement of intent with supporting procedural and site-specific local arrangements. A number of Biology, Medicine and Health staff and

students work in space controlled by partnering NHS Trusts, and others. Others share premises with the staff and students of other Faculties or Schools. Due to this, detailed rules and procedures will be set out in local arrangements documents specific to each site.

These local arrangements will encompass all activities relevant to the School and will cover all key areas including:

- Fire safety and evacuation arrangements
- First aid provision
- Risk assessment and risk control
- Off campus activities
- Lone working
- Monitoring and reporting arrangements
- Accident / incident reporting and investigation procedures
- Emergency arrangements
- Key contacts with health and safety responsibilities
- Shared premises arrangements

The specific local arrangements governing the procedures and activities undertaken by staff and students both on and off-campus are described within the health and safety pages of the FBMH intranet:

<http://www.staffnet.manchester.ac.uk/bmh/ps-activities/health-safety/>

Health, Safety and Wellbeing Committees

To ensure effective communication of health and safety matters and to enable appropriate assurances to be obtained regarding health and safety management, the Faculty has established a Health, Safety and Wellbeing Committee structure as outlined in Appendix 2.

Membership of the Faculty Health, Safety and Wellbeing Committee includes the Dean (Chair), Deputy Dean, all Heads of School (or their representative), Director of Faculty Operations, CRUK-MI Chief Operating Officer, Head of Faculty Planning, Compliance & Governance, Head of Faculty Estates, Faculty Compliance and Risk Senior Manager, Faculty Wellbeing representative and Trade Union representatives.

This School's Health, Safety and Wellbeing committee will be chaired by the Head of School (or Head of School Operations) with representation from each of its Divisions; matters that cannot be resolved locally should be escalated to the Faculty Committee where necessary. The Chair of each committee will, by agreement of the Faculty, have sufficient authority to act upon any issues or concerns. Reports from all Divisional meetings should be sent to the appropriate Head of School.

Work involving biological agents, genetic modification (GM) and/or genetically modified organisms is managed through the Faculty GM and Biohazard Safety Committees. Matters arising will be reported to the relevant H&S committees listed above and escalated, where appropriate.

As part of the arrangements for working in shared premises, Partner Trusts have responsibility for ensuring health and safety management, so far as is reasonably practicable of any persons within their areas of control. Faculty representatives will attend local joint University NHS Trust Health and Safety Committees at Manchester University NHS Foundation Trust, Christie NHS Foundation Trust and Salford Royal NHS Foundation Trust. Minutes of these meetings will be sent to each Head of School with activity on that site. Any issues arising will be raised at the Faculty Committee. Issues that cannot be dealt with at the Faculty Committee will be referred to the Associate Dean for Clinical Affairs.

Terms of Reference for the Faculty Health, Safety and Wellbeing Committee and all supporting FBMH Health, Safety and Wellbeing Committees are set out separately. Terms of Reference outline the purpose, remit and role of each Committee within the structure and are reviewed and updated by each Committee, as required.

Monitoring and Review

To ensure that the Faculty is meeting the requirements of the University, the Vice-President and Dean will ensure regular monitoring of health, safety and wellbeing performance is undertaken. This will be done through:

- Representation from all Schools/Institutes and the Faculty Office on the Faculty Health, Safety and Wellbeing Committee;
- Feedback from Schools and Institutes regarding specific health, safety or wellbeing issues as they arise at Faculty Leadership Team or on request;
- Monitoring of accident reports and subsequent investigations;
- Schools/Institutes/Faculty Office and Faculty Annual Monitoring Reports;
- Audits / Inspections / Safety Sampling / Investigations carried out by the Faculty;
- Health and safety is a standing item on the School and Division Leadership Team meeting agendas, reports will be submitted to the Faculty Leadership Team twice a year;
- Monitoring of the Faculty health and safety action plan and associated goals;
- Review of accident and incident rates / trends at the appropriate committees;
- To produce a risk profiling inventory / risk register;
- Annual review of risk profiles;
- Regular Safety Inspections carried out by safety advisors and other safety personnel;
- Managers carrying out / engaging in safety inspections / tours;
- Health and Safety Management Profile (HASMaP) Audits;
- Monitoring and review of relevant health and safety arrangements, as well as Trust site audits of linked NHS sites;

Accident and Incident statistics for the whole of the Faculty are reported through safety committees at quarterly intervals. The committees also take an overview of the general safety standards and performance across the Faculty.

Statement of Intent Approval and Distribution

This statement will be formally approved by the School Health, Safety and Wellbeing Committee. The statement will be reviewed annually by the School Compliance and Risk Manager (or sooner if there are any changes to personnel, structure, legislation or following a significant event) and approved at the School Health, Safety and Wellbeing Committee.

The statement will be brought to the attention of all staff and students via the announcements service and will be available to be read on the Faculty intranet.

Appendix 1

List of the Schools and Divisions and the post to which health and safety responsibility has been devolved:

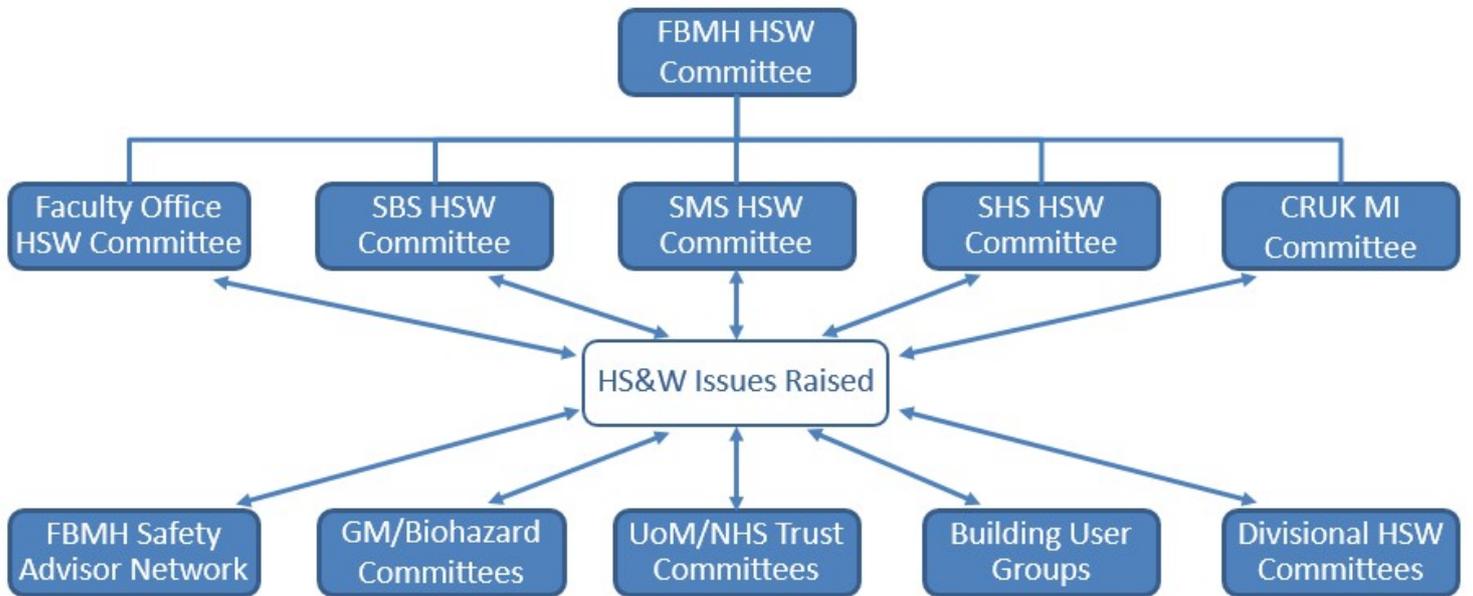
School/Institute	Responsible Post
School of Biological Sciences	Head of School
Division of Cell Matrix Biology and Regenerative Medicine	Head of Division
Division of Evolution, Infection and Genomics	Head of Division
Division of Immunology, Immunity to Infection and Respiratory Medicine	Head of Division
Division of Molecular and Cellular Function	Head of Division
Division of Musculoskeletal and Dermatological Sciences	Head of Division
Division of Neuroscience and Experimental Psychology	Head of Division
School of Medical Sciences	Head of School
Division of Cancer Sciences	Head of Division
Division of Cardiovascular Sciences	Head of Division
Division of Dentistry	Head of Division
Division of Developmental Biology and Medicine	Head of Division
Division of Diabetes, Endocrinology and Gastroenterology	Head of Division
Division of Medical Education (including CHSTM)	Head of Division
School of Health Sciences	Head of School
Division of Psychology, Communication and Human Neuroscience	Head of Division
Division of Informatics, Imaging and Data Sciences	Head of Division
Division of Nursing, Midwifery and Social Work	Head of Division
Division of Pharmacy and Optometry	Head of Division
Division of Population Health, Health Services Research and Primary Care	Head of Division
Division of Psychology and Mental Health	Head of Division
Cancer Research UK MI	Institute Director

List of the Faculty Functions and areas to which health and safety responsibility has been devolved:

Function/Office	Responsible Post
School of Biological Sciences PS staff	Head of School Operations
School of Medical Sciences PS staff	Head of School Operations
School of Health Sciences PS staff	Head of School Operations
Student Experience	Head of Faculty Student Experience
Research, PGR and Business Services	Head of Faculty Research, PGR and Business Services
Planning, Compliance and Governance	Head of Faculty Planning, Compliance and Governance
Communications, Engagement, Marketing, Student Recruitment and Admissions	Head of Faculty Communications, Marketing and Student Recruitment
Technical Services	Head of Technical Services
BSF	Director of BSF
Faculty Core Facilities	Director of Core Facilities
Imaging Facility	Director of Imaging
Faculty IT Services	IT Partner
Faculty Estates	Head of Faculty Estates
Faculty HR	Head of Faculty HR
Faculty Finance	Head of Faculty Finance

Appendix 2

Health, Safety & Wellbeing Committee Structure in FBMH



Document control box	
Title:	School of Health Sciences – Health and Safety Statement of Intent
Lead Contact email:	FBMHhealthandsafety@manchester.ac.uk
Date approved:	30/05/2022
Approving body:	FBMH – School of Health Sciences – Health, Safety and Wellbeing Committee
Version:	3.1
Supersedes:	Version 3.0
Previous review dates:	30/05/2022, 16/11/2020
Equality impact outcome:	n/a
Next review date:	30/05/2024
Owner:	SHS - School Health, Safety and Wellbeing Committee Chair: Head of School Secretary: School Compliance and Risk Manager
Lead contact:	Secretary: School Compliance and Risk Manager

Version amendment history		
Version	Date	Reason for change
3.1	22/09/2022	<ul style="list-style-type: none"> Change of Personnel: Head of School Change of Division’s Title: From Division of Human Communication, Development and Hearing to Division of Psychology, Communication and Human Neuroscience Amend “Document control box” and add “Version amendment history” in line with University Policy Framework Version 2.0 (April 2022) <ul style="list-style-type: none"> https://documents.manchester.ac.uk/display.aspx?DocID=7927
3.0	30/05/2022	<ul style="list-style-type: none"> Updated to include wellbeing.
2.0	16/11/2020	
1.0	01/03/2017	<ul style="list-style-type: none"> Original Document