**Purpose of form**

* This form is intended to be used where Department Safety Officers have agreed to take on this role as part of their existing departmental duties, rather than as a specific part of their Contract of Employment (as would be the case with a Campus Safety Manager or Faculty Safety Manager)
* This form may also be used to appoint a Department Laser Safety Officer, Fire warden, DSE advisor, COSHH advisor etc. Please append details of the title, role and duties[[1]](#footnote-1)

**Instructions**

1. The Head of Department in consultation with the College Safety Director must appoint a competent person, a Safety Officer, to provide advice on the effective management of health and safety.
2. The Head of Department and the new Safety Officer should complete the following in **block capitals** and then sign and date as appropriate.
3. Keep one copy for department records and one for personal records.
4. Please inform the College Safety Department ([safetydept@imperial.ac.uk](http://www3.imperial.ac.uk/OCCHEALTH/policies) ) in writing of the appointment.
5. Please inform your HR representative giving the DSO’s CID number and start date (so the College Learning Management system can be updated – Department DSOs have a role to play in monitoring training records via this system).

**Name of Head of Department** ……………………………………………………………………………………………………………………..

Department/Division/Institute ……………………………………………………………………………………………………………………

I hereby appoint ……………………………………………………………………………….. ……………………………….. as

❑ Department Safety Officer - their agreed duties are detailed overleaf.

❑ Title of other safety role …………………………………………………………………… Their agreed duties are appended.

* This agreement may be reviewed at any time during this period.
* I will ensure that there is sufficient resource and support to enable them to carry out their duties, including time to attend relevant training.

**Signed**: ………………….…………………………………………………….. **Head of Department/Division/Institute**

Date: ………………………………………….

**Name of Safety Officer** ………………………………………………………………………………..…………

I agree to take up these duties (as appended), and carry them out so far as is reasonably practicable with the training, resource and support I am given.

**Signed:** ………………………………………………………………………… **Safety Officer**

CID……………………….. Date: ………………………………………………………

# Health and Safety Structure and Responsibilities

**Departmental and Divisional Safety Officers**

(see [http://www3.imperial.ac.uk/safety/policies/organisationandarrangements/departmentaldivisionalsafetyofficers](http://www3.imperial.ac.uk/safety/policies/individualpolicies) )

1. Departmental/ Divisional Safety Officers (DSOs) are appointed by, and are responsible to, their Heads of Departments/ Divisions. There is normally one DSO in each Department/ Division, but more safety specialists may be appointed where the Head deems this to be necessary (for example, a Department/ Division may have additional safety officers covering biological safety, genetic modification, laser safety and/ or radiation protection).  The DSO may be full or part-time depending on the size, complexity and risk profile of the Department/ Division. Where no DSO has been appointed, the Head of Department is, by default, the DSO.
2. The DSO's primary responsibility is to assist his or her Head of Department/ Division in the development, implementation, monitoring and review of the Department's health and safety management systems.  The DSO must also:
3. Support the HOD in the discharge of his or her health and safety responsibilities.
4. Advise the HOD on the appropriate arrangements for managing and monitoring health and safety in the Department/ Division.
5. Understand the Department/ Division's principal hazards, and check that risk assessments are carried out and that the necessary controls for managing the risks are implemented effectively.
6. Advise Principal Investigators, Heads of Section, departmental/ divisional staff and students on day-to-day operational safety and compliance with College and statutory requirements.
7. Co-ordinate health and safety training across the Department/ Division, including the provision of appropriate information and induction training for staff, students, visiting workers and contractors.
8. Monitor safety performance across the Department/ Division.
9. Carry out safety inspections and audits within the Department/ Division.
10. Investigate accidents and near misses within the Department/ Division and report to the Safety Department.
11. Ensure that best practice is communicated to and shared across the Department/ Division and that arrangements for effective co-operation with other Departments and Divisions, including the occupational health service, estates, external contractors and other employers, are maintained.
12. Be a member of the Departmental/ Divisional Health and Safety Committee.
13. To carry out their duties, DSOs must be competent (i.e. appropriately qualified, experienced and trained) and must:
14. Recognise situations with the potential to cause damage or harm.
15. Design and implement effective preventive or protective measures.
16. Communicate effectively with staff, students, contractors and visitors.
17. Advise on compliance with statutory and College requirements and standards.
18. Advise on safe systems of work.
19. Advise on the selection of suitable staff for health and safety duties.
20. Identify areas of weakness in health and safety arrangements and take appropriate action, including sanctioning the suspension of activities where health and safety is being, or is likely to be, compromised or damage caused to the environment.
21. Understand the limits of their own health and safety competence and seek advice from the College's health and safety specialists where necessary.
22. Follow a programme of continuing professional development

1. For example duties, which may vary between departments please go to the following web links:

   * Fire: [http://www3.imperial.ac.uk/safety/policies/individualpolicies/firesafety/firesafetycodeofpractice](mailto:safetydept@imperial.ac.uk)
   * First Aid Coordinators and Computer workstation assessors: [http://www3.imperial.ac.uk/OCCHEALTH/policies](http://www3.imperial.ac.uk/safety/policies/organisationandarrangements/departmentaldivisionalsafetyofficers)
   * Manual handling assessors and others: [http://www3.imperial.ac.uk/safety/policies/individualpolicies](http://www3.imperial.ac.uk/safety/policies/individualpolicies/firesafety/firesafetycodeofpractice)

   [↑](#footnote-ref-1)