



Abertay University®

HEALTH & SAFETY POLICY

Creator	Health & Safety Officer
Approved by	Court
Approval Date	15 April 2020
Review by	Approval date plus two years or following major incident
Version	4.1
Document Type	Policy
Activity/Task	Health and Safety/Policy
Document location	https://www.abertay.ac.uk/media/7882/abertay-university-health-and-safety-policy.pdf

CONTENTS

1. Principal's Introduction	Page 3
2. Policy Objectives	Page 4
3. Organisation	Page 5
3.1 Safety Responsibilities: Overview	Page 5
3.2 Contacts	Page 6
4. Responsibilities	Page 7
4.1 Court	Page 7
4.2 University Principal	Page 7
4.3 University Secretary	Page 8
4.4 Director of People & Organisational Development (OD)	Page 8
4.5 Director of Finance, Infrastructure and Corporate Services (FICS)	Page 8
4.6 University Health and Safety Officer	Page 9
4.7 University Health and Safety Sub Committee	Page 10
4.8 Local Health, Safety & Environment Committees	Page 10
4.9 Crisis Management Team	Page 11
4.10 Executive Group/Deans of Schools/Directors of Services/ University Secretary	Page 11
4.11 Occupational Health Adviser	Page 12
4.12 Specialist Officers	Page 13
4.13 Schools/Services Line Managers	Page 14
4.14 All Employees	Page 14
4.15 Students	Page 15
4.16 Visitors	Page 16
4.17 Trade Union Safety Representatives	Page 16
5. Arrangements for Health and Safety	Page 16

1. PRINCIPAL'S INTRODUCTION

The Health and Safety Policy outlines the University's commitment to providing a safe and healthy workplace and to ensuring the welfare of all staff, students, contractors and visitors. To achieve this, we have established health and safety policies, procedures and guidance in a clear framework, which will assist us all in responsibly working together in keeping our people, buildings and activities safe.

This Health and Safety Policy aims to promote health and safety excellence across all of the University's teaching, research and associated activities. The Policy contains clear guidelines of the roles and responsibilities of the Executive Group, the University Secretary, the Director of People & OD, the Director of FICS, the Health and Safety Officer, and the University Court and its Committees.

It also outlines the role of staff and students in maintaining and promoting health and safety at work. We require all staff and students to follow the University's Health and Safety Policy, and other appropriate regulations, and to adopt a 'don't walk by' approach by reporting a potential hazard or unsafe activities.

The University's commitment to a healthy and safe working and studying environment is reflected in our proactive compliance with all health and safety legal requirements. We will work with staff, students and other stakeholders so that they are aware of their health and safety responsibilities, and will maintain a robust oversight of health and safety through effective governance.

Nigel Seaton

University Principal

2. POLICY OBJECTIVES

The University Court has the aim of ensuring the health, safety and welfare of staff and students within the University and of those who are involved with the University by invitation.

Court recognises the importance of health and safety objectives in relation to other University objectives. Court accepts that accidents, ill health, and incidents can result from failings in management control and recognises it has a responsibility as an employer to provide a safe and healthy workplace and working environment for all staff, students and others within the University. Court will take all reasonable steps within its powers to fulfil this responsibility, paying particular attention to the provision and/or maintenance of:

- safe plant, equipment and systems of work.
- safe arrangements for the use, handling, storage and transport of articles and substances.
- sufficient information, instruction, training and supervision to enable all employees to minimise the risk from hazards and contribute positively to their own safety and health at work.
- a safe place of education or work, and safe access and egress to and from it.
- a healthy working environment and adequate welfare facilities.
- compliance with the requirements of all relevant Acts, Regulations and Codes of Practice.
- appropriate monitoring and review procedures to ensure the effective management and improving standards of health and safety throughout the University.
- employee consultation in recognition of the defined role and functions of staff safety representatives.

In the case of flagrant, serious or persistent breaches of the University's Health & Safety Policy or any relevant legislation, the University will exercise its disciplinary powers where appropriate, and reserves the right to report such offenders to the appropriate external authority.

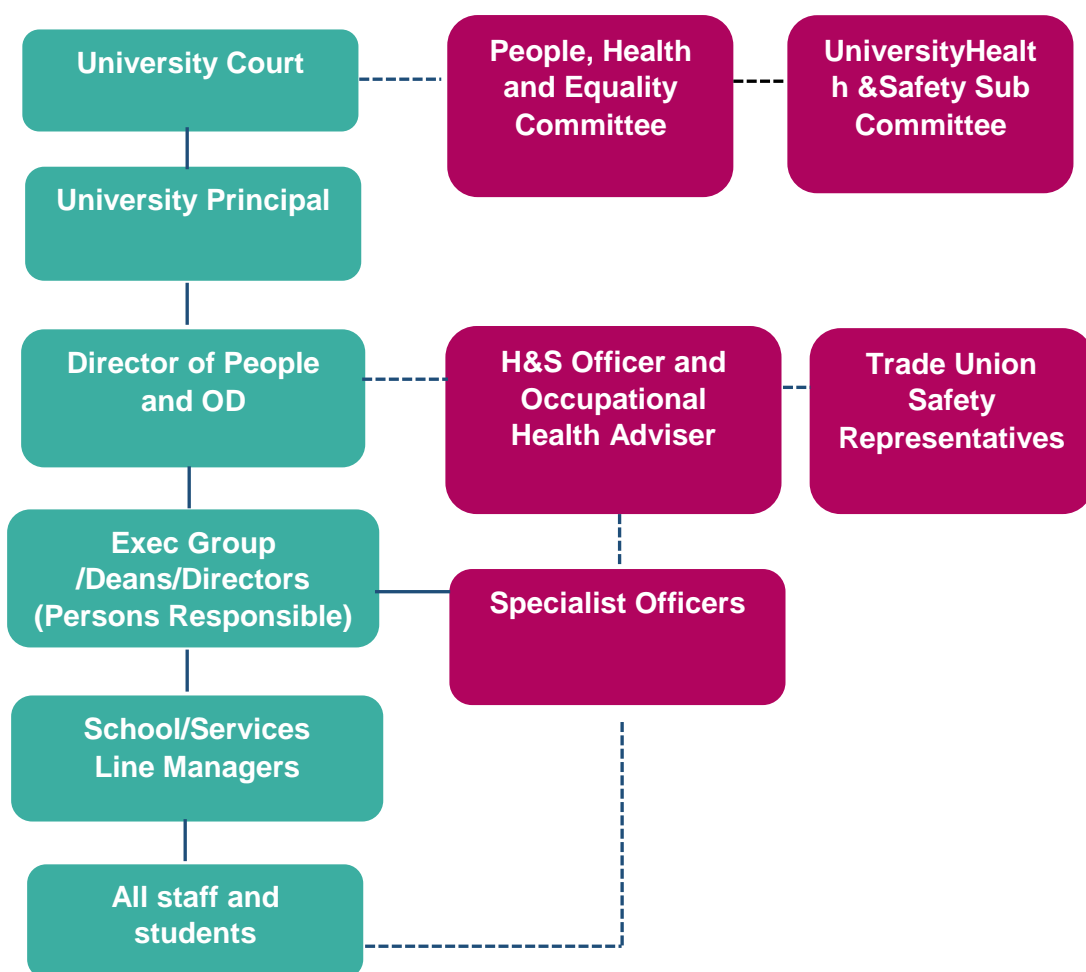
3. ORGANISATION

The *Health & Safety at Work etc. Act 1974* (the 1974 Act) places a duty on all employers to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees, contractors, visitors and members of the public. Legally, students fall under the category of members of the public. There is a duty on employees to comply with their employers, therefore it should be emphasised that every person within the University has a vital part to play in ensuring the health, safety and welfare of all those who utilise the campus.

The University has a legal duty to provide guidance to all staff on working safely, and will provide access to this through the University’s INTRANET. Reviewing and modification of Health & Safety Policy and all other relevant guidance documentation will be every two years, if required, or following any significant health and safety incident. Further statements may be required to supplement any work related concerns of particular areas or groups.

There will be requirement to implement and develop some specific health and safety procedures to safeguard against identified risks due to the nature of potential hazards within a School/Service. These procedures, where they expand on the general requirements set out in this document or other relevant guidance, should appear in School/Service health and safety guidance.

3.1 Safety Responsibilities: Overview



3.2 Contacts

General Safety

University Principal

University Secretary – as chair of Health & Safety Sub-Committee

Director of People & Organisational Development (OD)

Director of Finance, Infrastructure and Corporate Services (FICS)

Health & Safety Officer

Occupational Health Advisor

Persons Responsible

Deputy Principal and Deputy Vice-Chancellor

Vice Principal and Pro-Vice Chancellor (Strategy and Planning)

University Secretary

Dean of School of Design and Informatics (SDI)

Dean of School of Business, Law and Social Sciences (BLS)

Dean of School of Applied Sciences (SAS)

Dean of Research and the Graduate School (GS)

Dean of Teaching and Learning

Director of External and Corporate Relations (ECR)

Director of FICS

Director of People & OD

Director of Student and Academic Services (SAcS)

Specialist Officers

Radiation Protection Supervisor

Biological Safety Officer

Hazardous Substances Advisor

Telephone number for Contacts 01382 308000

Trade Union Representatives - <https://intranet.abertay.ac.uk/staff/union/>

4. RESPONSIBILITIES

Under Section 2(3) of the 1974 Act, the University Court is required to prepare and communicate its policy on health and safety to all its employees. This section of the document clarifies the relevant responsibilities of the current distinct roles within the organisation. This ensures the effective planning, organisation, control, monitoring and review of all matters relating to health, safety and welfare. It also ensures adequate systems for the resolution of any health and safety issues or concerns.

All members of University staff **must** comply with its requirements.

4.1 Court

Court has strategic responsibility for the health and safety of employees, students and other individuals while they are on the institution's premises and in other places where operations may affect them.

Court shall:

- have strategic oversight for the management of health and safety;
- understand and meet its obligation under the Health and Safety at Work Act etc 1974 and associated legislation;
- seek assurances from the People, Health & Equality Committee that there are effective arrangements for health and safety in place and they are successful;
- ensure health and safety is a regular agenda item at Court meetings;
- demonstrate strong and active leadership to assist in influencing a positive health and safety culture;

4.2 University Principal

The Principal has overall accountability for health and safety matters within the University.

The Principal shall:

- endorse and sign the University's Health and Safety Policy and any revisions agreed by Court;
- demonstrate commitment to achieving a high standard of health and safety performance within the University;
- monitor performance of the Health and Safety Sub-Committee against objectives set and advise Court of any incident or breach of Policy;
- direct the Senior Management Team to provide adequate resource, where reasonably practicable, for the implementation of the Health and Safety Policy.

4.3 University Secretary

The University Secretary's specific duties include:

- chairing the University Health and Safety Sub-Committee
- ensuring policies and procedures are reviewed and remain effective in line with current legislation and best practice

4.4 Director of People & OD

Has responsibility for leading and maintaining health and safety provision within the University, under the delegation from the Principal.

The Director of People & OD's specific duties include:

- updating and advising the Principal, Court and relevant Court groups on compliance and best practice issues
- consulting with Court and the Principal on ensuring adequate resources are made available, where reasonably practicable, in order to allow all those affected to successfully implement the University Health and Safety Policy.
- bringing to the attention of the Principal any breach of health and safety legislation that has, or is continuing to place, significant harm on anyone associated with the institution's health, safety and welfare
- undertake or delegate the responsibilities of the University Health and Safety Officer in the absence of the postholder and take action as required

4.5 Director of Finance, Infrastructure and Corporate Services

The Director should report to the Chair of the Health and Safety Sub-Committee on matters of health and safety.

The Director of Finance, Infrastructure and Corporate Services' specific duties are:

- have responsibility for the effective management, development and maintenance of the University's estates and buildings and for compliance with all relevant statutory requirements.
- ensure implementation, administration and compliance with the University's permit to work system.
- undertake or delegate the responsibilities of the Deputy Fire Safety Officer and take such action as is required
- undertake any other relevant health and safety duties as required or delegated by the University Secretary

4.6 University Health and Safety Officer

The Health and Safety Officer is responsible to the Director of People & OD for ensuring competent advice is given and that University practices conform to the requirements of all relevant legislation. They are also there to provide and assist in fostering and maintaining a safe working environment.

The duty of Fire Safety Officer, through delegation, will be the responsibility of the Health and Safety Officer.

Specific responsibilities of the Health and Safety Officer include:

- endeavouring to promote a health and safety culture throughout the University which ensures the implementation of the University Health and Safety Policy and developing effective frameworks.
- consulting with the Director of People & OD and relevant Deans/Directors on setting and monitoring targets and reviewing policy.
- acting as an advisor to the University on matters of health and safety and offering effective solutions to ensure compliance.
- attending the University's Health and Safety Sub-Committee and related School/Service committees.
- working closely with Trade Union Safety representatives to help promote a positive health and safety culture.
- developing appropriate training materials, where necessary.
- carrying out agreed training programmes for staff and learners on identified health and safety matters.
- ensuring that accidents, or other relevant incidents, are investigated and reported in line with requirements under the RIDDOR regulations, and that actions are taken to prevent recurrence.
- maintaining adequate first aid provision in the University.
- monitoring the effectiveness of emergency procedures for the evacuation of premises in emergencies.
- ensuring that the University meets its obligations in relation to fire safety legislation.
- supporting relevant members of staff through safety inspection process to ensure the area under their control operates in a safe manner
- effectively communicating with staff at all levels on health and safety matters
- liaise with relevant external parties in relation to health and safety matters, in particular those with contractual obligation

- developing, maintaining and monitoring health and safety performance indicators
- undertaking any other relevant duties as directed by the Director of People & OD)

4.7 University Health and Safety Sub-Committee

In accordance with the 1974 Act, the University has an established Health and Safety Sub-Committee in accordance with the 1974 Act. It is a Sub-Committee of Court and is responsible to the People, Health and Equality Committee and as such will require to meet at least 4 times per academic year.

Remit and Membership

<https://intranet.abertay.ac.uk/documents/governance/court/people-health-equality/health-safety/>

4.8 Local Health, Safety & Environment Committees

Each Dean of School / Director of Service is the Person Responsible and shall establish their own local Health, Safety & Environment Committee. It is however permissible to form a joint committee, where applicable, with the approval of the University Health and Safety Sub-Committee.

A School/Service Health, Safety & Environment Committee will draw from the School Executive or equivalent. It should also comprise other appropriate staff with particular interests in, or responsibility for safety, who represent different categories or groups of staff within the School/Service and, if appropriate, a member of the student body. School/Service Health, Safety & Environment Committees will report regularly to the University Health and Safety Sub-Committee through the submission of minutes of meetings held, at a minimum, three times per year.

The University has a framework for health and safety which includes a number of core procedures and guidance. School/Service Health, Safety & Environment Committees are responsible for compiling and reviewing any additional guidance that may affect their particular area. The preparation of this guidance is subject to the approval of the University Health and Safety Sub-Committee, supported by the Health and Safety Officer. The University core health and safety procedures and guidance will apply to the areas within the responsibility of the Schools/Services including offices, laboratories, workshops, storage facilities etc.

The Health, Safety & Environment Committee, through the relevant Person Responsible, should make all staff and students of that particular School/Service, as well as visitors to that area, aware of the additional guidance. This includes health and safety guidance pertinent to the School/Service, such as supplementary fire regulations, live electrical equipment, livestock, fume cupboards, flammable liquid stores, radioactive substances and cylinders of toxic, flammable, asphyxiating or other gases.

Remit and Membership

<https://intranet.abertay.ac.uk/download.php?f=Local-Committee-Remit.pdf>

4.9 Crisis Management Team

A Crisis Management Team (CMT) will be pre-nominated to represent and act for the University in the immediate aftermath of a major incident or at a time of crisis. The team will be carefully selected and comprise capable persons who are empowered to ensure the safety and security of staff and visitors.

The responsibilities of the CMT include:

- creation and implementation of procedures for a Disaster Recovery Plan;
- assessment and implementation of all necessary response steps to ensure the health and safety of all who may be affected by the incident;
- determination of what resources are required and make arrangements for outside assistance where needed;
- coordination of necessary actions and resources, inclusive of outside organisations;
- arrangements for the restoration of utilities, repairs, communications, site security, emergency transportation, procurement, counselling, computer systems, and/or business recovery (data recovery/protection, facility replacement, personnel etc);
- ensuring emergency funds are available to cover expenditure and all related expenditure is documented;
- designating a spokesperson appropriate for the incident with necessary knowledge and skills;
- consult with Person(s) Responsible on steps required to maintain operational integrity;
- in recovery phase, debrief, evaluate response, advise and recommend required improvements to the University Court.

4.10 Executive Group/ Deans of Schools/ Directors of Service

The above aforementioned managers are 'Persons Responsible' as delegated by Court. Whilst all members of staff have legal responsibilities, these roles require a higher standard of leadership and management in respect of health and safety within areas under their charge.

Specific duties within these roles include:

- taking responsibility for safety in their departments and, in the case of Schools, on location off campus during fieldwork. This responsibility includes all staff, students and others who have access to the University.
- delegating operational safety functions to competent members of senior staff at his or her discretion after consultation with the Health and Safety Officer. Such delegated duties must be in writing and/or in job descriptions, clearly recorded and the delegation intimated to the Director of People & OD.

- delegating to individual accountability for key aspects of the implementation, development and management of appropriate risk control systems, as necessary.
- ensuring arrangements are met for the health and safety of employees and others using accommodation under their charge.
- providing a safe means of access and egress within such accommodation in collaboration with the Director of FICS.
- reporting any safety hazard or incident of which they become aware to the person responsible for the area, the Health and Safety Officer or the Director of People & OD as appropriate

4.11 Occupational Health Adviser

Occupational Health concerns the effect that work and the working environment may have on an individual's health and the effects that an individual's health may have on their ability to perform their work.

Establishing this service assists the University in meeting its commitment to ensure a safe and healthy work environment and to meeting its responsibilities under relevant legislation, codes of practice and best practice guidance.

The Occupational Health Adviser is responsible to the Director of People and OD and is bound to a strict code of conduct, along with the Occupational Health Physician, set down by their professional bodies – the British Medical Association and the Nursing and Midwifery Council.

Specific responsibilities of the Occupational Health Adviser include:

- implementing frameworks to support health surveillance and, where required by risk assessment, ensure this is provided;
- providing guidance to staff and managers on the prevention of work-related ill health;
- contributing to key areas of training in regard to the role of occupational health and its benefits in regards to physical and mental wellbeing;
- ensuring, where applicable, appropriate measures are taken for pre-employment health screening;
- effectively communicating health promotion/health at work initiatives;
- advising and giving guidance on health-related policies to ensure compliance with legislation, codes of practice and best practice.

4.12 Specialist Advisors

The University Court has identified the need to assign Specialist Advisors, through their expertise, to be responsible for biological, chemical and radioactive practices within the University. The team will be carefully selected and comprise experienced persons who are empowered to ensure the safety and security of staff, students and visitors.

Their specific duties will include:

- providing access to professional advice on matters of health and safety and ensuring the School is in compliance with any relevant legislation.
- advising Person(s) Responsible on any measures required to formulate or revise School health and safety procedures in relation to the field of expertise.
- following a programme of continued professional development so that the standard of professional expertise is maintained.
- liaising with the University Health and Safety Sub-Committee in respect of the implementation of the Health and Safety Policy, as well as other procedures as they relate to the chosen field.
- co-operating and coordinating with specialists internally and external to the University, inclusive of any relevant inspectorate.
- advising where appropriate, officers in charge of the design and construction of new builds or modifications of existing buildings on matters affecting health and safety.
- ensuring the acquisition of any required licences or authorisations.
- co-ordinating the provision of any related training to ensure understanding of responsibilities and keep staff and students conscious of any issues.
- undertaking or assisting with periodic inspection of premises that may be affected.
- auditing and monitoring individual School health and safety arrangements in relation to the specialist area.
- representing, where required, the interests of the University at meetings of bodies whose activities may influence health and safety at the University.
- ensuring that any related accident or near miss is reported, investigated and appropriate preventative action is recommended and taken.
- maintaining appropriate records of any maintenance, servicing, training and waste disposal in accordance with relevant legislation.
- such other health and safety duties as may be assigned in University procedures and guidance relevant to their undertaking.

4.13 School/Service Line Managers

Members of academic and support staff with line management responsibilities should ensure that the operational aspects of health and safety are performed in areas under their control.

Specific responsibilities for line managers include:

- complying with the requirements of the University Health and Safety Policy.
- promoting risk assessment as an integral part of all work activities, for staff and students, and ensuring that safe systems of work and risk assessments are undertaken and followed.
- monitoring performance of the area under their control in relation to occupational health and safety by assisting with the inspection process, where applicable.
- fostering and developing an ethos of open communication in relation to health and safety.
- providing proactive and positive support to their staff in carrying out their responsibilities in relation to the management of health and safety.
- ensuring any routine maintenance or inspection of plant or equipment under their control is carried out, in accordance with relevant legislation
- contributing to the development of Health and Safety Policy.
- ensuring all staff/students/visitors receive relevant health and safety induction.
- allowing staff adequate periods of time to fulfil any relevant health and safety training pertaining to their undertaking.

4.14 All Employees

There is a statutory duty to take reasonable care of one's own health and safety and of other persons who may be affected by their acts or omissions. There is a similar duty to co-operate with an employer, or any other responsible person, to achieve a high level of compliance in accordance with any relevant statutory duty.

All Employees shall:

- co-operate in achieving the objectives of the University Health and Safety Policy and any other relevant procedures and guidance
- liaise with their line manager/supervisor and Person(s) Responsible in the promotion of health and safety at work
- conform with any identified risk assessments, rules, regulations, safe systems of work and any specific job instructions as required

- familiarise themselves with the University's arrangements for emergency evacuation
- use only appropriate methods of work and equipment identified as part of their work at all times
- ensure good housekeeping is applied in their area of work and any hazards are controlled
- contribute to the generation of health and safety documentation thereby assisting their line manager to ensure relevant health and safety legislation is complied with in the area under their control
- report without delay any defects in equipment, hazard or unsafe condition, which they may encounter in the course of their duties, to the appropriate person or department
- participate, where applicable, in the formal inspection process and record any information on tools, equipment and machinery inspections, in accordance with relevant procedures and guidance, within their designated areas
- undertake any health and safety induction, training and instruction as required
- not intentionally or recklessly interfere or with or misuse anything provided in the interest of health and safety

4.15 Students

Students have a statutory duty to take reasonable care of their health and safety and that of others who may be harmed by their acts or omissions.

Students shall:

- co-operate in allowing the University to achieve the objectives set out in the Health and Safety Policy.
- take reasonable care of their own safety and not place others at risk by their actions.
- conform to any rules, regulations, guidance and safe systems of work put in place for their safety.
- ensure they have been introduced to the University's arrangements for emergency evacuation and fire safety.
- assist in the maintenance of good housekeeping standards.
- report without delay any defects or unsafe acts or conditions to the School/Service or Security.
- undertake safety induction, training and instruction as advised.

4.16 Visitors

Every person has a statutory duty to take reasonable care of their health and safety and that of others who may be harmed by their acts or omissions.

Visitors shall:

- take reasonable care of their own safety and not place others at risk by their actions.
- co-operate with the University in complying with any requirements or duty imposed under any relevant legislation

4.17 Trade Union Safety Representatives

Safety representatives have recognised legal rights in relation to health and safety. Representatives will work in partnership with the University Court, Executive and the Health and Safety Sub-Committee to assist in promoting the continual improvement of health and safety standards at work.

The Safety Representatives shall:

- attend the University Health and Safety Sub-Committee;
- work together to promote a positive health and safety culture;
- represent their members' interests to the University on all matters affecting employees' health and safety;
- carry out, where applicable, inspections and investigate any potential hazardous or dangerous occurrence;
- encourage staff and management co-operation.

5. ARRANGEMENTS FOR HEALTH AND SAFETY

This section of the Health and Safety Policy supplies details of the policies, procedures and guidance used to assist in the implementation of the policy statement. Reviews and updates will take place as required on these arrangements. The University Health and Safety Sub-Committee will observe any changes or revisions.

Detailed information on these documents are available on the [Health and Safety intranet pages](#). Additional supporting health and safety procedures and guidance is also available via the [Intranet](#).

Version Control Table

Version No.	Purpose / Changes	Author	Date
Draft 4.0	Biennial Revision	Dawn Maclean	September 2019
Draft 4.1	Add text	Dawn Maclean	October 2020