

## Health and Safety Policy

### 1. Principal and Vice-Chancellor's Statement

At Abertay University we pride ourselves on creating a campus that is a welcoming, safe and secure place to work, study and visit. The challenges created by the Covid pandemic underlined just how important health and safety procedures are to the wellbeing of the University community and we need to keep hold of the learning and best practice that we gained over that unprecedented period and subsequently.

The welfare of our staff, students, visitors and contractors has always been the University's paramount concern, and we look forward to ensuring that areas such as our legal obligations, assessment of risk, and adherence to safety guidance are retained at the highest level.

The Health and Safety Policy is a step towards further improving our day-to-day operating procedures and allowing all those using the Abertay campus and Abertay employees working elsewhere to do so effectively, safely and in a way that minimises risk.

While we can never fully eliminate risk, it is critical that we do all we can as an institution to train and retrain our workforce, mitigate against potential incidents, and also to empower everyone coming to Abertay to take responsibility for their own health and safety, while also encouraging them to look out for those they are engaging with.

By taking a collaborative approach, and working together, I'm certain we can continue to embed an overarching health and safety culture for the Abertay community.



Professor Liz Bacon

Principal and Vice-Chancellor

19 February 2025 (date of approval by Court)

### 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 Abertay premises.
- 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.

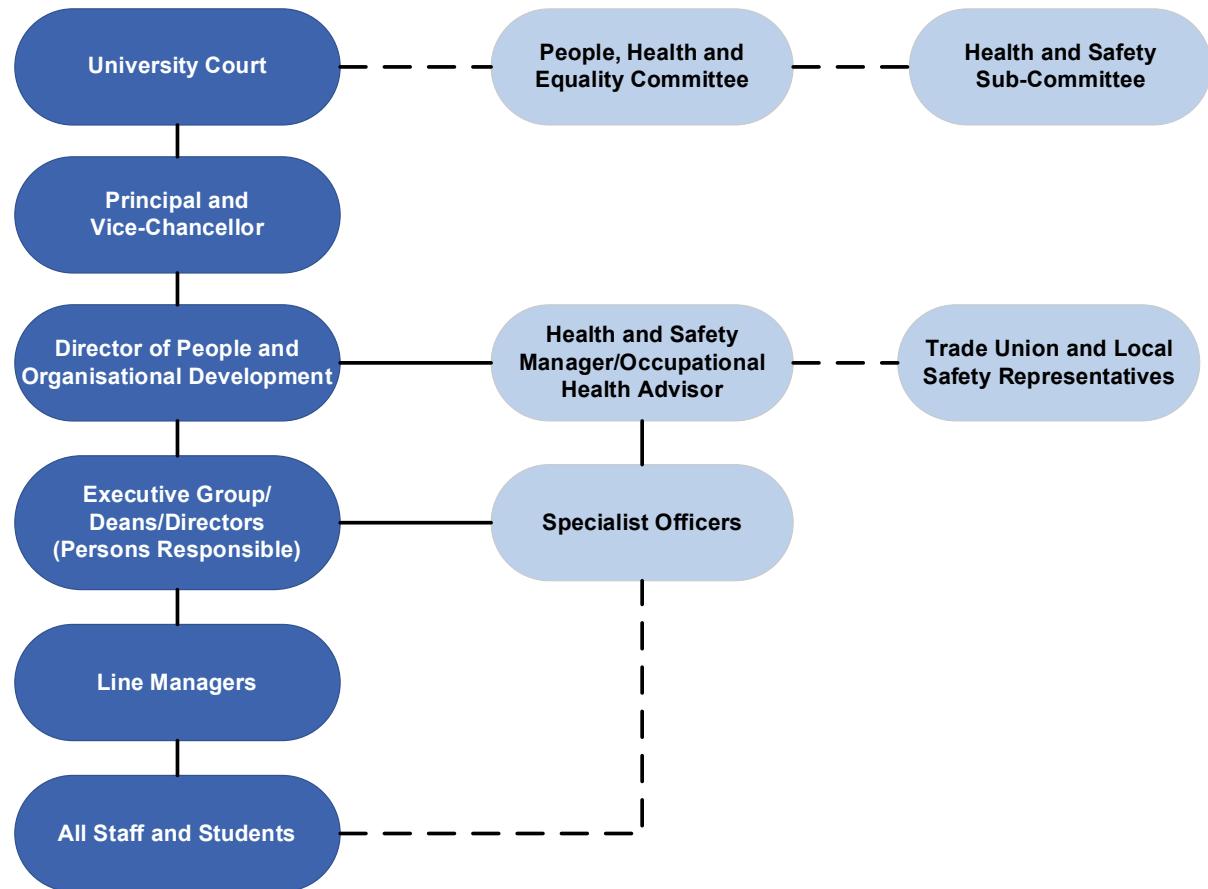
### **3. Organisation**

The Health and 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 or work for the University.

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 and Safety Policy and all other relevant guidance documentation will be every three 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 particular areas. These procedures, where they expand on the general requirements set out in this document or other relevant guidance, should appear in Faculty/Other Academic Unit/Service Health and Safety guidance.

### 3.1 Safety Responsibilities: Overview



### 3.2 Contacts

#### General Safety

- Principal and Vice-Chancellor
- Chair of Health and Safety Committee (HSC)
- Director of People and Culture
- Director of Finance, Infrastructure and Corporate Services
- Health and Safety Manager
- Occupational Health Adviser

## **Persons Responsible**

- Deputy Principal and Deputy Vice-Chancellor
- Vice Principal and University Secretary
- Deans
- Director of Finance, Infrastructure and Corporate Services
- Director of People and Culture
- Director of Student and Academic Services

## **Specialist Officers**

- Radiation Protection Supervisor
- Biological Safety Officer
- Hazardous Substances Advisor

## **Trade Union Representatives**

Telephone number for Contacts 01382 308000

## **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 Principal and Vice-Chancellor**

The Principal and Vice-Chancellor (hereafter referred to as 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 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 Chair of Health and Safety Committee**

The Chair of Health and Safety Committee's specific duties shall include:

- delegating a Vice-Chair for the Health and Safety Committee
- ensuring policies and procedures are reviewed and remain effective in line with current legislation and best practice
- ensuring that actions from minutes are monitored and rectified accordingly
- consult with the Health and Safety Manager on informing the University Principal and Court of any performance issues, where necessary

#### **4.4 Director of People and Culture**

The Director of People and Culture has responsibility for leading and maintaining health and safety provision within the University, under the delegation from the Principal.

The Director of People and Culture's specific duties shall 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, 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 Manager in the absence of the postholder and act as required.

#### **4.5 Director of Finance, Infrastructure and Corporate Services**

The Director should report to the Chair of the Health and Safety 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 for fire safety and take such action as is required.
- undertake any other relevant health and safety duties as required or delegated by the Chair of the HSC.

#### **4.6 University Health and Safety Manager**

The Health and Safety Manager is responsible to the Director of People and Culture 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.

Specific responsibilities of the Health and Safety Manager 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 and Culture 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 Committee and related Local Health and Safety committees.
- working closely with Trade Union Safety representatives to help promote a positive health and safety culture.
- developing appropriate training materials, where necessary.
- conducting 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 through fire risk assessment.
- supporting relevant members of staff through safety inspection processes to ensure the area under their control operates in a safe manner
- effectively communicating with staff at all levels on health and safety matters
- consulting with relevant external parties in relation to health and safety matters, specifically 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 and Culture).

#### **4.7 Health and Safety Committee**

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

The terms of reference and current membership are published on the University website at [Health and Safety Committee | Abertay University](#).

#### **4.8 Local Health and Safety-Committees**

Each member of the Senior Management Team is the Person Responsible and shall establish their own local Health and Safety Committee. It is however permissible to form a joint committee, where applicable, with the approval of the University Health and Safety Committee.

A Local Health and Safety Committee will draw from the management team of the relevant Faculty/Other Academic Unit/Service. It should also comprise other appropriate staff with interests in, or responsibility for safety, who represent distinct categories or groups of staff covered by the committee and, if appropriate, a member of the student body. Local Health and Safety Committees will report regularly to the University Health and Safety 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. Local Health and Safety Committees are responsible for compiling and reviewing any additional guidance that may affect their area. The preparation of this guidance is subject to the approval of the University Health and Safety Committee, supported by the Health and Safety Manager. The University core health and safety procedures and guidance will apply to the areas within the responsibility of the Faculties/Services/units including offices, laboratories, workshops, storage facilities etc.

The Health and Safety Committees, through the relevant Person Responsible, should make all staff and students of that Faculty/Other Academic Unit/Service, as well as visitors to that area, aware of the additional guidance. This includes health and safety guidance pertinent to the local area, 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.

#### **4.9 Crisis Management Team**

A Crisis Management Team (CMT) will be prenominated 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 specifically chosen 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 plan 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 and Directors of Service.**

The above 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 Faculties/Services/units and for those working on location off campus e.g. 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 their discretion after consultation with the Health and Safety Manager. Such delegated duties must be in writing and/or in job descriptions, clearly recorded and the delegation intimated to the Director of People and Culture.
- 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 for others using accommodation under their charge.
- providing a safe means of access and egress within such accommodation in collaboration with the Director of Finance, Infrastructure and Corporate Services
- reporting any safety hazard or incident of which they become aware to the person responsible for the area, the Health and Safety Manager or the Director of People and Culture 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 its responsibilities under relevant legislation, codes of practice and best practice guidance.

The Occupational Health Adviser is responsible to the Director of People and Culture 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 regarding the role of occupational health and its benefits regarding physical and mental wellbeing.
- ensuring, where applicable, appropriate measures are in place 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 selected based on level of experience and those persons 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 relevant Faculty/Other Academic Unit/Service is compliant with any relevant legislation.
- advising Person(s) Responsible on any measures required to formulate or revise local 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 Health and Safety 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 Faculty/Other Academic Unit/Service 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 Line Managers**

Members 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 conducted, 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.

#### **4.12 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.

#### **4.13 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 relevant Faculty/Other Academic Unit/Service or Security.
- undertake safety induction, training and instruction as advised.

#### **4.14 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

#### **4.15 Trade Union and Local Health and 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 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 Committee and/or Local Health and Safety Committee, as appropriate.
- 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.
- conduct, 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 Committee will observe any changes or revisions. Detailed information on these documents is available on the [Health and Safety intranet pages](#) along with additional supporting health and safety procedures and guidance.

## 6. Related Policy Documents and Supporting Documents

Legislation	<a href="#">Health and Safety at Work etc. Act 1974; The Management of Health and Safety at Work Regulations 1999.</a>
Strategy	<a href="#">Estates Strategy; People Strategy</a>
Policy	Fire Safety Policy; Health and Safety Committee Terms of Reference; Local Health and Safety Committee Terms of Reference; Lone Working Policy
Procedures	First Aid – Procedures and Guidance; Housekeeping – Procedures and Guidance; Lone Working Guidance; Manual Handling Safety Guidance; Risk Assessment – Procedure and Guidance; Slips, Trips and Falls – Procedure and Guidance; Use of Lasers - Procedures and Guidance
Guidelines	Access (Out of Hours) – Guidance for Staff; Accident, Incident and Near Miss Reporting; Control of Substances Hazardous to Health; Health and Safety Plan – Guidance; Lone Working – Guidance to Risk Assessment; Safe Use of Work Equipment; Individual Stress Risk Assessment – Managers Guidance; Risk Assessment - Manual Handling of Stationery; Risk Assessment - General Office Equipment; Risk Assessment – General Admin Office; Risk Assessment – Computer Workstation
Local Protocol	Each Faculty, Service or Unit will develop their own Protocols
Forms	Accident Incident Near Miss Form; Display Screen Equipment Form; General Risk Assessment Form; Health and Safety Plan – Form; Lone Worker – Checklist; New and Expectant Mothers – Risk Assessment; Research Project Risk Assessment for All Faculties; Travel Risk Assessment (High Risk); Travel Risk Assessment (Low Risk)

## 7. Additional Information

Audience	Public
Applies to	All University Members
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Policy Document Sponsor	Director of People and Culture

For the purposes of this policy document and related policy documents, terms are defined in the Policy Document Library Glossary.

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