



Health & Safety Statement of General Health & Safety Policy

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¹ or earlier if change in legislation or on risk assessment

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Statement of General Health and Safety Policy

Edinburgh Napier University is committed to providing a safe and healthy place of work where staff and students are confident that their health and safety are considered to be of the utmost importance at all times. The university is also committed to providing a safe and healthy environment for others who may be affected by its activities such as contractors and visitors to the University.

It is vital that as part of a positive health and safety culture all managers are equipped with the knowledge, competence, confidence and capacity to deal effectively with health and safety issues in support of the university's strategic objectives. In satisfying this commitment the University will:

- Ensure that managers and senior university personnel are fully aware of their responsibilities for safety and show strong and active leadership on safety management in particular to establish safety objectives, ensure good risk control and to monitor performance. ([Leadership and management of health and safety in higher education institutions \(USHA\)](#) and [Management of Health and Safety: guidance for Deans of School and Directors of Service](#))
- Ensure that **suitable and sufficient risk assessments** are carried out for **all work activities** within their area of responsibility and relevant control measures, supervision, competent/trained personnel are in place to manage the risk and must meet requirements set out in legislation and associated approved codes of practice or best practice guidance as a minimum.
- Ensure that all health and safety issues are addressed through robust risk assessment at the specification, design, development and implementation phases in all planning, projects, research and working practices within the University and in its dealings with suppliers and contractors.
- Support a positive health and safety culture where everyone is aware of, and meets, their responsibilities for the safety and health of themselves and others.
- Establish effective communication systems and arrangements for health and safety, integrating good health and safety management with the strategic planning processes and business decisions.
- Ensure, through a robust system of performance monitoring and audit, that the university is complying with current health and safety legislation and, where practicable, aim to achieve higher standards and continual improvement in safety performance.
- Provide appropriate training, information, instruction and supervision to ensure that all staff and students have the knowledge and competence they need to meet their individual and collective responsibilities.
- Adopt a collaborative approach between trade unions, staff health and safety representatives and university management on health and safety issues.
- Work in partnership with other employers where there are shared facilities or activities.
- Allocate adequate resources to health and safety at all levels.
- Ensure that the university has access to competent specialist advice for [health and safety](#).

The university also expects all staff and students to show high standards with regard to health and safety. All staff should be aware that they have statutory duties to take reasonable care for their own safety and the safety of others who may be affected by their actions, and that they must cooperate with the university's arrangements for health and safety.

In pursuance of this policy the University Court has the ultimate responsibility for the health and safety of all staff, students and other people affected by the University's actions.

The Court is advised in these matters by the University Health and Safety Committee (which meets twice year) whose membership consists of a representative of the Court, senior management of the University, students and safety representatives of the staff. The University Court recognises its obligations and the Health and Safety Committee takes a proactive role in increasing the awareness of health, safety and fire matters throughout the University.

The Principal & Vice Chancellor has the full authority of the Court for implementing the Health and Safety Policy and is responsible for ensuring that the Policy is implemented effectively throughout the University. The responsibility for the day-to-day management of health, safety, fire and welfare within their respective areas of control is devolved through the Court/ULT/SLT to individual Deans of School and Directors of Service.

The Principal & Vice Chancellor has designated the Director of Finance & Operations as the Safety Officer with the responsibility to ensure the necessary organisation and arrangements for monitoring, auditing and reviewing the effectiveness of the University Health and Safety management system is established and maintained.

Our policy covers three areas:

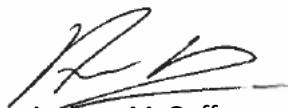
Part 1: Statement of intent

Part 2: Responsibilities for health and safety

Part 3: Management of health and safety (Arrangements)

Attachments	
Appendix 1	Part 1 – Statement of Intent
Appendix 2	Part 2 – Organisation and Responsibilities for Health and Safety
Appendix 3	Part 3 – Management of Health and Safety (Arrangements)

This policy will be reviewed annually, updated when necessary and any revisions brought to the attention of all employees through normal arrangements for health and safety consultation.



Andrew McGoff

Director of Finance & Operations
Safety Officer for the University

June 2023

Appendix 1 – Statement of Intent

Edinburgh Napier University is committed to achieving a positive health and safety culture and a safe and healthy workplace where staff, students and visitors are confident that their health and safety are considered to be of the utmost importance at all times.

The university recognises its responsibility to provide as far as reasonably practical a safe and healthy working environment, with safe materials, equipment and machinery; safe systems of work and such information, instruction, training and supervision as necessary to ensure the health and safety of staff, students and visitors.

The university considers health and safety as a fundamental and integral part of management responsibilities and will ensure that managers at all levels are aware of them and have received the relevant training and appropriate competence to put them into practice.

- It seeks to ensure that health and safety is integrated into every aspect of the University's business that is research, educational, management and other activities.
- The systematic identification, assessment and control of risks to achieve an effective approach to the prevention of injury, ill health and loss arising from the activities of the University.
- That managers and staff are equipped with the knowledge, competence, confidence and capacity to deal effectively with health and safety issues, through the provision of appropriate resources, supervision, information, instruction and training. This includes the provision of access to competent specialist advice.
- The conduct of valued consultation and communication with recognised Unions, staff, students and others who may share our facilities or activities, where appropriate, on matters concerning health and safety.
- Complying with the University's Health and Safety policies and procedures.

It seeks to ensure that all students within their learning experience gain awareness and understanding of health and safety which in turn provides a firm foundation in good health and safety practice for the future.

The policy applies to:

- all employees, students and visitors (including contractors)
- those travelling in the UK or overseas
- all premises owned by, used by, or under the control of the University
- all activities related to the functioning of the University

The university seeks to create and maintain a stimulating and vibrant working environment to enable the university to grow our academic reputation, deliver an excellent student experience, internationalise our work and build upon innovation, enterprise and citizenship.

It is a fundamental principle that such a working environment should be safe and without risks to health and it is imperative that all parties follow the requirements of this policy.

Appendix 2 – Organisation and Responsibilities for Health & Safety

This sets out the health and safety structure and general health and safety responsibilities of post holders in the University. The “[Leadership and management of health and safety in higher education institutions](#)”, developed by USHA in partnership with UCEA, gives guidance to all leaders and managers in HEIs to embed good health and safety management at each tier of the University.

1. University Court

The responsibility for the health and safety of the university as a whole ultimately rests with the University Court who have entrusted the overall management of the university to the Principal & Vice-Chancellor. It is their duty to ensure, along with the University Leadership Team (ULT), that sufficient resources are available to enable health and safety to be properly managed.

2. Principal & Vice-Chancellor

The responsibility for the health and safety of the university as a whole ultimately rests with the University Court who have entrusted the overall management of the university to the Principal & Vice-Chancellor. It is their duty to ensure, along with the University Leadership Team (ULT), that sufficient resources are available to enable health and safety to be properly managed.

The Principal & Vice-Chancellor is advised in these matters by the ULT, the University Safety Officer, the Health & Safety Team, the Occupational Health Service and the university’s Health & Safety Committee.

3. University Leadership Team (ULT)

The University Leadership Team has overall responsibility for health and safety management and taking account of health and safety requirements when allocating suitable and sufficient resources for health and safety and to schools and services to enable health and safety to be properly managed.

4. Deans of School/Directors of Service

As the employer of staff in the university, the Court has overall responsibility for ensuring compliance with all health, safety and welfare legislation.

The responsibility for the day-to-day management of health, safety and welfare within their respective areas of control is devolved through the Court/ULT to individual Deans of School and Directors of Service ([Health & Safety Management](#): guidance for Deans of School/Directors of Service).

- Ensuring that all staff and students within their area of responsibility receive necessary health and safety induction, information and training and on-going training as necessary.
- Supporting the local Safety Co-ordinator to achieve the above arrangements.

- Ensure that **suitable and sufficient** risk assessments are carried out for **all work activities** within their area of responsibility and relevant control measures are implemented to manage the risk and must meet requirements set out in legislation and associated approved codes of practice or best practice guidance as a minimum. The effective health and safety management in the university is the management action taken by individual schools and professional support services. Nearly all of the activities of the university which give rise to significant risk take place under the university schools and professional support services. Each Dean of School/Director of Service is responsible for developing, implementing and maintaining an effective health and safety management system which is appropriate for the school/service.

Directors of Research and/or public engagement are responsible for:

- Ensuring that research staff and students receive necessary health and safety induction, information and training.
- Ensuring that health and safety risks, precautions and associated costs are considered before applying for grants.
- Implementing a health and safety management system and good practice in research.
- Supporting the local Safety Co-ordinator to achieve the above arrangements.
- The Guidance document '[Responsible Research. Managing health and safety in research: Guidance for the not for profit sector](#)' is available from UCEA.

5. Line Managers

Those members of staff who normally exercise a line management function over other staff are responsible for ensuring the staff under their supervision discharge their responsibilities and tasks in a safe manner. Line managers should ensure that employees under their control have received the appropriate training and the relevant health and safety competency to undertake the tasks for which they have been employed. The need for additional training should be identified as part of My Contribution. Line manager staff are responsible to their respective Deans of School/Directors of Service for the effective discharge of their health and safety responsibilities. They should be familiar with the university Health and Safety Policy and their school/service policies and procedures.

6. Health & Safety Committee

The University Court has appointed a Health & Safety Committee with responsibility for advising the university on all matters concerning health, safety and welfare in the university. The Health & Safety Committee is established to ensure that the university develops, implements and maintains a compliant health and safety management system for all employees, students and visitors within the university. The Health & Safety Committee is an executive management committee reporting to the ULT. The Health & Safety Committee meets twice a year.

Further information on the Health & Safety Committee, its remit, constitution, membership and minutes can be found on the [Governance Services website](#). (Link to [university committee structure chart](#).)

7. School/Service Health & Safety Committees

To assist the Dean of School/Director of Service in carrying out their health and safety responsibilities, it is recommended that a school/service health and safety committee is formed ([see page 14 of Dean/Directors guidance document](#)). Where a service or department is small, departmental health and safety meetings in lieu of health and safety committee meetings are required to be held on a regular basis.

8. University Safety Officer

The Principal & Vice-Chancellor of the university has designated a senior member of staff as Safety Officer with responsibility to ensure the necessary organisation and arrangements for monitoring, auditing and reviewing the effectiveness or otherwise of the university health and safety management system are implemented and maintained. The University Safety Officer is supported in this role by the Health & Safety Team.

9. Health & Safety Team

The Health & Safety Team, led by the Head of Health & Safety and reporting to the University Safety Officer, is responsible for ensuring that the University Court, the ULT and Deans of School/Directors of Service are aware of the requirements of existing and proposed health and safety legislation. The Health & Safety Team provide professional competent advice and guidance in all health and safety matters throughout the university to ensure a positive health and safety culture and statutory compliance are achieved.

10. University Occupational Health Service

The Occupational Health Service is responsible for ensuring that the University Court, the ULT and Deans of School/Directors of Service are aware of their obligations with respect to the occupational health of staff and will advise the university upon the standards to be adopted in occupational health. The occupational health needs of the university are at present provided by an external provider and report to the Director of Human Resources & Development.

11. Director of People & Services

The Director of People & Services will have delegated responsibility from the Principal & Vice-Chancellor for ensuring that competent personnel in respect of strategic health and safety are appointed and ensuring that a structure is in place to recruit and train managers to be competent in fulfilling all the operational health and safety aspect of their roles.

12. Director of Property & Facilities

The Director of Property & Facilities is responsible to the Director of Finance & Operations for ensuring that all premises owned by the university or under the control of the university meet the requirements of the relevant statutory provisions with regard in particular to health, safety, fire and emergency arrangements. The Director of Property & Facilities will ensure that appropriate arrangements exist for the effective control of contractors working on premises of the university and will, in consultation with the Health & Safety Team, also ensure all building works, projects and routine maintenance are carried out safely and meet the relevant health, safety and fire statutory requirements.

13. Radiation Protection Adviser

The Radiation Protection Adviser (RPA) will ensure on behalf of the University Court and the ULT relevant statutory and regulating provisions are being complied with. Deans of School must ensure that they and anyone involved in ionising radiation work consult with the Radiation Protection Adviser on equipment, personnel and processes having a radiation protection implication. Currently, the requirements of a radiation protection adviser service are contracted out.

14. School Radiation Protection Supervisor

In each school where the Radiation Protection Adviser has identified a controlled or supervised area in terms of the Ionising Radiation Regulations, one or more Radiation Protection Supervisors shall be appointed in accordance with the above regulations. It is the responsibility of each Dean of School in which work with ionising radiation is undertaken, in consultation with the University Radiation Protection Adviser, to ensure that a suitable and competent School Radiation Protection Supervisor is appointed.

The primary task of the supervisor is to advise the Dean of School on the safe use of ionising regulations. The supervisor will require to liaise closely with the University Radiation Protection Adviser. The supervisor should be directly involved with the ionising radiation work, preferably in a line management position e.g. Senior Technician, that will allow them to exercise close supervision and grant them the appropriate level of authority to ensure that the work is done in accordance with the university and school rules and procedures.

Persons holding the position of supervisor require the following:

- Competency, knowledge and understanding of the requirements of the Ionising Radiation Regulations and the university and school rules and procedures.
- An understanding of the necessary precautions to be taken in the work which is being done and the extent to which the precautions will restrict exposure.

15. Biological Safety Adviser

The Biological Safety Adviser is responsible to the University Court and ULT for advising on the suitability of biological safety procedures throughout the university and liaising with schools and the

Health & Safety Team on instruction/training of staff on biological science with respect to health and safety compliance.

16. Laser Safety Adviser

The Laser Safety Adviser (LSA) shall advise Deans of School and others on the use of lasers and the activities associated with their use. Deans of School considering the introduction of lasers into the work of their schools or changing the type in use should consult with the adviser. The adviser shall ensure compliance with relevant safety standards, undertake any necessary tests and maintain appropriate records and certificates.

17. DSEAR Assessors

In each school where the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) could potentially exist, DSEAR assessors will be appointed by the School in accordance with DSEAR. The DSEAR assessor will advise the Deans of School and others on the University's compliance with the regulations.

Two of the key requirements for complying with DSEAR are:

- carrying out a risk assessment that includes identifying sources of flammable atmospheres and suitable control measures; and
- performing Hazardous Area Classification calculations to identify where flammable atmospheres may be present and where ignition sources need to be controlled.

In addition, the University has access to an external DSEAR specialist who is available for advice and who carries out a risk assessment of the University's premises on a 3 yearly basis. The University DSEAR assessor will work closely with the external DSEAR specialist on all matters DSEAR related.

18. School/Service Safety Co-ordinator

Deans of School and Directors of Service are recommended to appoint a least one competent School/Service Safety Co-ordinator from amongst the school/service staff.

In addition, for some higher risk research areas it is recommended that a competent Safety Co-ordinator is also appointed. In large schools and services the health and safety duties may be carried out by a number of employees (e.g. risk assessors), nominated by the Dean of School/Director of Service. The School/Service Safety Co-ordinator should monitor that the duties are being carried out to the required compliance standards.

19. Health & Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations, safety representatives have been appointed by Trade Unions and are thereby accorded recognition by the

university. It is the policy of the university to co-operate with the representatives in the discharge of their functions. Where employees are not represented under the Safety Representatives and Safety Committee Regulations 1977, the Health and Safety (Consultation with Employees) Regulations will apply and the university will ensure that all staff are consulted on relevant health and safety matters.

20. All Staff

All staff are responsible to their respective Dean of School or Director of Service, either directly or through a line manager, for the safe execution of their tasks. All staff have a common law duty of care as an employee. Members of staff need to be aware that the university may be held civilly or criminally liable for the negligent acts or omissions of members of staff.

In particular, staff are required by the Health & Safety at Work Act and the Management of Health & Safety at Work Regulations to ensure that they:

- Do not knowingly create hazards for themselves and others by their work activities and behaviour.
- Take reasonable care of the health and safety of themselves and others who may be affected by their actions.
- Use any machinery, equipment, hazardous substance, risk control measures etc. in accordance with any training and instructions provided by the university/externally.
- Ensure they maintain competency, where required, by continuing professional development.
- Inform their Dean of School or Director of Service of any work situation which might present serious and imminent danger and of any shortcomings in health and safety arrangements even where no immediate danger is present.
- Co-operate with the university on all health and safety matters.
- Follow instructions from their employer on health and safety matters and attend relevant health and safety training.

21. All Students

Students while on University premises, external placements, field trips or travel abroad have similar responsibilities to employees in this Policy.

Students must:

- Take care that their actions do not put themselves or other people at risk.
- Follow health and safety instructions/rules.
- Report any faults or shortcomings in health and safety arrangements to their academic supervisor.

22. Contractors

The term Contractors will include agency staff and consultants.

Contractors are required to comply with the [University's Code of Practice for Control of Contractors/Works](#) working on university premises, and any other health and safety arrangements

applying to the work. The University requires that contractors ensure their activities will not endanger University staff, students or others.

All contractors will be required to:

- Comply with the University's Health & Safety Policy and procedures as applicable to their operations.
- Comply with the health and safety conditions specified in the contract and with all statutory requirements.
- Employ persons competent to carry out their duties without risk to the health and safety of themselves and others.
- Contractors must treat the University's arrangements and procedures as minimum standards to adhere to and they will be expected to follow appropriate industry guidance and best practice at all times.

University staff that appoint contractors (contract administrators) are responsible for inducting and managing their relevant contractors who provide services and/or work in premises occupied by or on behalf of the University.

23. Visitors

All visitors to the University are required to follow the University health and safety policies and procedures.

Appendix 3 – Management of Health & Safety (Arrangements)

We have adopted a health and safety management system that sets clear direction for us to follow to ensure that excellent health and safety standards are implemented. We will ensure that all staff are trained and competent in managing their own health and safety and that of others. We will aim to measure the effectiveness of all our systems and processes regularly to ensure that we continually improve. The management of health and safety arrangements will be reviewed periodically to ensure that they are up to date and relevant.

Policy

Edinburgh Napier University has one overarching policy for health and safety which sets out how health and safety will be managed and by whom. The University Health and Safety Policy is consulted on with all employees through the agreed consultation process. In addition, the University has a set of policy arrangements which are detailed and specific safety instructions which are implemented by Schools and Professional Services.

The arrangements section sets out what health and safety arrangements are required and how audits will be used to measure how well each area is performing. The University Health and Safety Committee acts within the remit agreed by Court to approve the health and safety arrangements.

Health and Safety Union Representatives and staff health and safety representatives act on behalf of staff at the University Health and Safety Committee and are part of the policy consultation process. The current health and safety policy and arrangements can be found [here](#).

Implementation of the Health & Safety Policy and Arrangements

Once approved, university health and safety policy and arrangements are cascaded throughout the schools and professional services. Schools and professional services are responsible for ensuring that all relevant arrangements are fully implemented. In some cases there may be a need to agree how a specific arrangement will be implemented. Advice can be sought from the Health & Safety Team whenever required and the agreed process will be approved at the local school/service Health & Safety Committee or equivalent.

Arrangements give information and instruction on what is required. Arrangements also include links to further details and tools such as risk assessment templates and guidelines for further information. Managers may ask staff to carry out tasks to support them in the implementation of the policy, however these staff must be trained to do this.

Training and Information

Employees are required to complete the University health and safety online induction when they start working at the University. Employees will also be given a local induction by their manager or supervisor which will cover the specific arrangements in place to manage safety within their work area. In addition staff may be required to attend/complete other more specific health and safety training that is relevant to their role to ensure competency and should be logged in their My Contribution. This will

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depend on the hazards within the job. All internal health and safety training is available to book on HR Connect. All external training requires to be logged on their personal learning record on HR Connect.

Managers will ensure that all staff attend relevant health and safety training required for the role and is within their My Contribution. All employees are required to refresh their knowledge and competence on safety and health regularly as required to ensure competence.

Monitoring, Auditing and Reviewing the Effectiveness of the Health & Safety Policy and Arrangements

The most important part of safety is to regularly check that arrangements are working and people remain safe, healthy and well. All parts of the University health and safety management system are monitored through the annual health and safety report signed by the Dean of School/Director of Service. In addition, the Health & Safety Team carry out an annual rolling programme of audits. Any actions required following these audits are fed back to the Schools and Professional Services.

Regular inspections carried out by Schools/Services/Health & Safety Team will also identify best practice and any areas for improvement. Any actions arising from these inspections are passed to the relevant manager and monitored through the Health & Safety Committee. Similarly any learning outcomes and measures to prevent re-occurrence from accident/incident investigations or other surveillances, audits, visits, etc. will be incorporated back into the policy and arrangements where applicable.

The University Health & Safety Policy and management system will be monitored and reviewed annually and results will be reported to the University Court, University Leadership Team and the Health and Safety Committee in the Health and Safety Annual Report.