

# HEALTH AND SAFETY

## Management of Health & Safety

Guidance for

Deans of School / Directors of Service



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## 1. Introduction

Edinburgh Napier University is committed to providing a safe and healthy place of work where staff and students are confident that their health, safety and wellbeing 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 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.

One of the most important responsibilities for the university is the health and safety of our staff, students and visitors. This is also a legal responsibility. It is therefore very important that the university has appropriate health and safety management systems in place as evidence that we are fulfilling our health and safety responsibilities. (These are detailed in the university [Health & Safety Policy](#)).

The day to day responsibility for implementation and management of the university policy for the health, safety and welfare of all members of staff, and for all other persons who may be affected by the work activities of a school/service, rests with the Dean of School/Director of Service.

### Statement of General Health & 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, safety and wellbeing 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 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
- 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, safety and wellbeing. 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 Health & Safety Committee will advise the University Court and University Leadership Team on all matters relating to health and safety in the university. The Health & Safety Committee receives reports from specialist groups including an annual Health and Safety Report which is also communicated to the Court and the University Leadership Team.

## 2. University Hierarchy of Responsibility

University management structure – [click here](#).

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 his or her 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 University Health & Safety Committee is established to ensure that the university develops and implements a compliant health and safety management system for all employees, students and visitors within the university.

The University [Health & Safety Committee](#) meets twice a year and reports to the ULT and the University Court.

The Principal & Vice Chancellor should be able to demonstrate a commitment to health and safety requirements by giving the authority to the designated Health &

Safety Officer, currently the University Secretary, following on to Deans of School/Directors of Service, to ensure that where necessary the appropriate action is taken to ensure health and safety requirements are maintained to a high standard and operate effectively.

Deans of School/Directors of Service are delegated the responsibility for ensuring health and safety within their areas is being managed on a day to day basis. Deans of School/Directors of Service or Research Units occupying premises in joint ownership with another institution, or occupying a university building in which workers from another institution are employed, must establish a (joint) health and safety management system and an effective means of consultation between the various interested parties over common problems of health and safety.

Deans of School/Directors of Service are delegated the responsibility for ensuring health and safety within their areas is being managed on a day to day basis

The University Court cannot delegate its own responsibilities or duties under the law but, in order to fulfil its legal obligations arising from overall responsibility, it must monitor the effectiveness of all arrangements made to secure compliance with the law. Each Dean of School/Director of Service must report at least annually to the University Safety Office on the implementation of their health and safety management system within their area of responsibility using the Annual School/Service Health & Safety Checklist.

### 3. Establishing a Health and Safety Management System

To assist the Dean/Director in carrying out their health and safety responsibilities it is recommended that a School/Service Health & Safety Co-ordinator (SHSC) (Appendix 2 Model Duties) and a School/Service Health & Safety Committee (Appendix 3) are appointed.

The Dean of School/Director of Service should ensure that local health and safety systems required for the activities of the school/service are in place and are monitored to ensure compliance and that local health and safety policies and procedures are implemented and maintained.

A programme of Risk Assessments and formal self-inspections should be carried out under the supervision of the School/Service Health & Safety Co-ordinator. The School/Service Health & Safety Co-ordinator will liaise with the University Health & Safety Team on health and safety issues and health and safety training.

**The key elements of an effective University Health & Safety Management Plan are:**

- To establish the University Health and Safety Policy – the statement of what is to be achieved
- To provide training and guidance to allow managers to manage health and safety effectively
- To formally audit schools/services on a rolling programme to assess the level of health and safety achievement and compliance
- To review on a regular basis the Health & Safety Management System and implement any recommendations and improvements to ensure health and safety compliance

#### **4. School/Service Health and Safety Committee/Personnel**

To assist the Dean/Director in carrying out their health and safety responsibilities it is recommended that:

- a School/Service Health & Safety Co-ordinator (SHSC) (**Appendix 2 Model Duties**) and
- a School/Service Health & Safety Committee (**Appendix 3**) are appointed.

The School/Service Health & Safety Committee membership where possible should include representatives from all the various services of staff within the school/service and be established formally for the effective day to day management of health and safety (**Appendix 4 Model Constitution**).

It is further recommended that a member of staff be appointed as School/Service Health & Safety Co-ordinator(s) (SHSC) whose role would be that of primary point of school/service contact for health and safety issues. The SHSC would also be the primary liaison contact with the University Health & Safety Team.

**In high risk research areas/projects it is recommended that a Health & Safety Co-ordinator also be appointed for that area.**



It is recommended that a School/Service Health and Safety Co-ordinator and a School/Service Health and Safety Committee are appointed. In high risk research areas/projects it is recommended that a Health & Safety Co-ordinator also be appointed for that area.

In some cases the Dean/Director may also wish to **appoint specialists**, i.e. in areas such as radiation, biological and genetic modification, to serve as members in the School/Service Health & Safety Committee. Where possible, membership should also include a trade union safety representative or staff safety representative.

It is suggested that the School/Service Health & Safety Committee meet at least two to three times per academic year. Records of these meetings should be kept for internal and external audit purposes. Duties of the committee should include identifying training needs of the school/service and monitoring the effectiveness of the school/service health and safety management system.

## 5. Specific Local Safety Policy

The University [Health and Safety Policy Statement](#) sets out the broad objectives to be met under compliance of the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations (MHSAW). Schools/Services should build on this foundation by producing an additional local policy statement accompanied by a school/service safety manual detailing specific arrangements pertaining to the school/service. Guidance on producing a local safety policy is available via the Health and Safety intranet.

## 6. Risk Assessments

It is a legal requirement under MHSAW that a formal record of suitable and sufficient risk assessments should be carried out and be available for inspection and should be reviewed on a regular basis within each school/service.

Low risk activities should be documented as simply as possible with the main concentration of effort dedicated to those activities of a more hazardous nature.

## 7. Workplace Inspections / Monitoring

After local policies and procedures have been set the responsibility of the Dean of School/Director of Service extends to ensuring compliance. This can be achieved by regular monitoring and inspection, which can formally evaluate that standards of health and safety are being achieved. A series of checklists are available to help with this process - they are available on the Health & Safety intranet.



A risk assessment is:

- identifying the hazards
- assessing the risks
- implementing appropriate controls

[More info](#) on risk assessment and university risk assessment form

It is suggested that these school/service internal inspections be carried out on a regular basis convenient to the management of the school/service.

Checklists are available on the Health and Safety website



The School/Service Health & Safety Co-ordinator is expected to take the lead in this inspection process with additional input from any appointed school/service specialists.

A formal record of the inspections should be kept to include all rooms and areas within the school/service and should list observations made and actions taken. The inspection record should be updated to indicate when action requested was completed.

## 8. Annual School/Service Health and Safety Report

One of the most important responsibilities for the university is the health and safety of our staff, students and visitors. This is also a legal responsibility. It is therefore very important that the university has appropriate safety management systems in place as evidence that we are fulfilling our health and safety responsibilities. (These are detailed in the university [Health & Safety Policy](#)).

The day to day responsibility for implementation and management of the university policy for the health, safety and welfare of all members of staff, and for all other persons who may be affected by the work activities of a school/service, rests with the Dean of School/Director of Service.

Annual School/Service Checklists are available on the Health and Safety website



To help you with this we have produced a health and safety checklist. This annual health and safety report is an important part of the university's health and safety management system devised to monitor and review the university's compliance with the legal requirements arising from current legislation. The Annual Health and Safety Report may be examined at any time by an external enforcing authority. In the event of a prosecution arising from inspections or the findings of an accident investigation, this report could form part of the evidence in these proceedings.

Annual Safety Reports must be signed by the Dean of School/Director of Service and returned to the University Health & Safety Team by the specified date. Before signing the annual Health and Safety Reports, Deans of School/Research areas/Directors of

Service must ensure that all schools/services/research areas for which they have responsibility are compliant with health and safety legislation and the relevant university policies and procedures. Directors of the larger professional services should ensure that copies of the report are completed by each area of service within the directorate and then submitted for their approval and signature. Please note that these reports can be required as evidence by either our insurers and legal advisers, or insurers and advisers acting on behalf of a third party, when a civil claim or statutory health and safety prosecution is made.

These Annual Reports, along with the formal audits being carried out by the Health & Safety Team, will go to the Health & Safety Committee which in turn reports to the University Court. This will give a measurement of the strengths and weaknesses of health and safety performance throughout the university.

## 9. Formal Health and Safety Audits

A health and safety audit is a systematic evaluation of the safety policy, arrangements and working practices for the area under consideration.

Auditing examines each stage in the health and safety management system by measuring compliance with the controls the organisation has developed, with the ultimate aim of assessing their effectiveness and the validity of our legal health and safety obligations.

The audit process of each individual school/service will be carried out by the University Health & Safety Team to assess the level of standards achieved in relation to health and safety. This process will be used to highlight strengths and weaknesses in areas where an improved service could be provided by both school/service and the University Health & Safety Team and others.

- Assesses level of standards achieved in relation to health and safety
- Opportunity to discuss ways of solving perceived problems

The aim of the health and safety audit is to provide an avenue of opportunity to discuss ways of solving perceived problems and implementing measures so that legislative requirements are achieved.

The audit will concentrate on the school/service health and safety management procedures and will involve on-site visits to the workplace to confirm written procedures are successfully followed.

Each school/service will be audited on a rolling programme basis and the results of these audits will be passed to the University Health & Safety Committee, ULT and the University Court.

## 10. Input from University Health & Safety Team

The University Health & Safety Team will provide competent guidance, information, training and advice on all aspects of health, safety, fire and welfare as it affects the University staff, students, visitors and contractors in order to ensure that standards of health, safety and welfare within the university comply with the requirements of all relevant legislation, codes of practice, guidance notes etc. and the University Health and Safety Policy and Procedures.



Further information on the Health & Safety Website

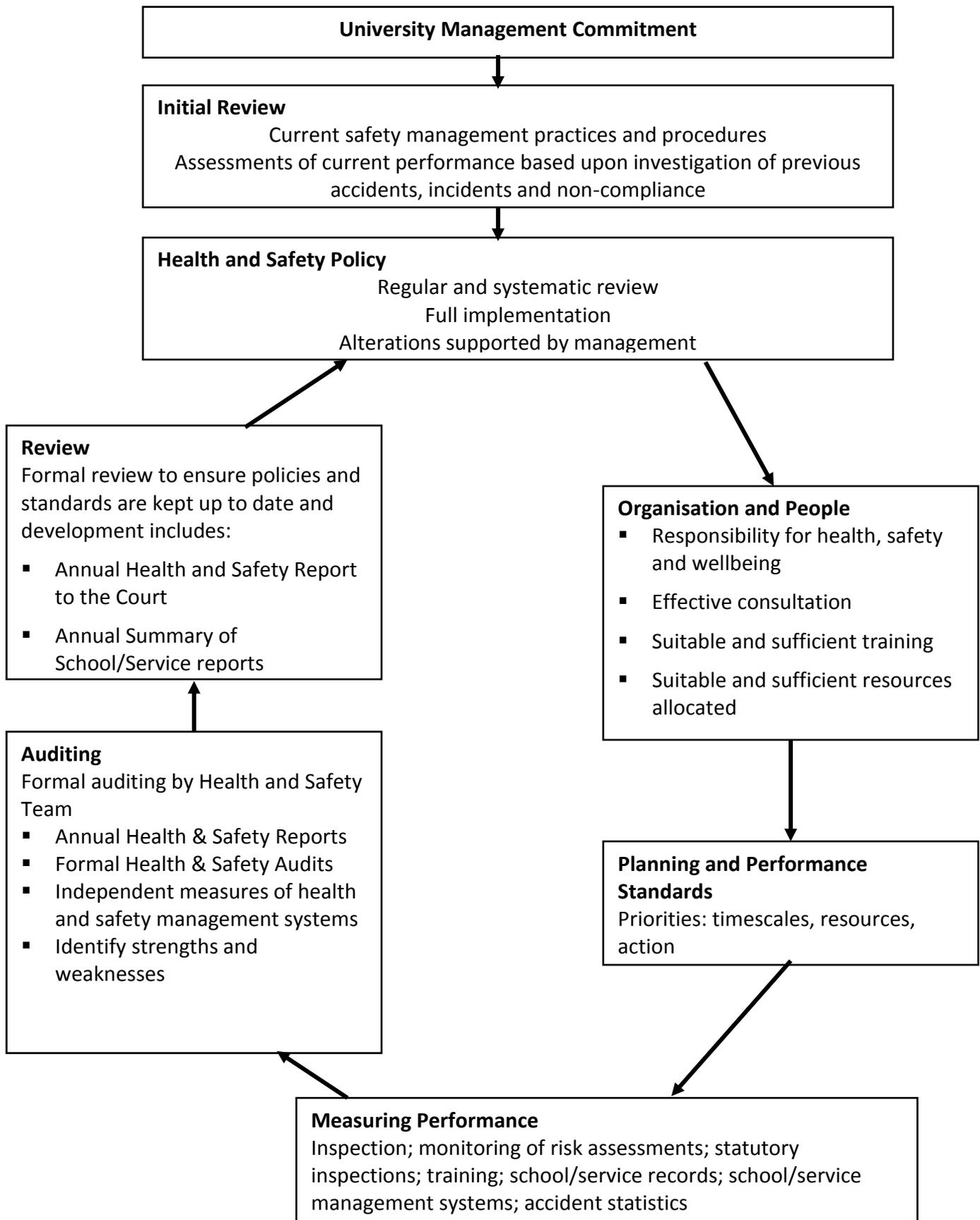


Further information is available on the health and safety website <http://staff.napier.ac.uk/has>

## 11. Training

The Health & Safety Team develop and deliver a wide range of health and safety training – see [further information](#) and HR Connect. Each school/service should determine the health and safety training requirements to ensure competency and as part of the individual's PDR.

## Appendix 1: Health and Safety Management Plan



## Appendix 2: School/Service Health & Safety Co-ordinators

### Model of Duties

Deans of School/Directors of Service are advised to appoint at least one School/Service Health & Safety Co-ordinator from amongst the school/service staff.

In addition for some higher risk research areas it is recommended that a Health & Safety Co-ordinator is also appointed for that area.

Appropriate training (IOSH accredited courses - "Working Safely" and "Managing Safely") is available from the Health & Safety Team to assist the School/Service Health & Safety Co-ordinators to understand and perform their role and functions within their own School/Service.

The School/Service Health & Safety Co-ordinator is concerned with the day-to-day health and safety organisation within his or her school or service. Primary tasks are to advise and assist the Dean of School/Director of Service in the management of all health and safety matters and liaise between the school/service and the Health & Safety Team.

The School/Service Health & Safety Co-ordinator will normally be a senior member of the academic or technical staff who has gained a wide experience and a sound understanding of the work carried out in his or her school/service. School/Service Health & Safety Co-ordinators

must be afforded suitable and sufficient time to discharge their duties efficiently and should have the competence necessary and the authority to perform these duties. The School/Service Health & Safety Co-ordinator should act as a focus for the flow of health and safety information to, from and within their school/service.

In large schools/services the health and safety duties may be carried out by a number of employees, nominated by the Dean of School/Director of Service. The School/Service Health & Safety Co-ordinator should monitor that the duties are being carried out to the required standard.

Lists of staff with a health and safety remit, e.g. risk assessors and fire wardens, are available on the [health and safety website](#).

Any changes in these staff need to be communicated to the Health & Safety Team to allow a current list to be maintained.

- SHSC must be afforded suitable and sufficient time to discharge their health and safety duties
- In large Schools/Services various health and safety duties e.g. risk assessors/COSHH may be carried out by a number of employees nominated by DOS
- SHSC should monitor the duties

**The duties of the School/Service Health & Safety Co-ordinator should include:-**

1. Co-ordinate staff with a designated health and safety remit as part of their role, e.g. risk assessors, COSHH and DSEAR assessors, and the school/service risk assessment programme.
2. Being fully familiar with the University Health and Safety Policy and School/Service Health and Safety Policy(s).
3. Acting with the delegated authority of the Dean of School/Director of Service in matters of urgency.
4. Referring promptly to the Dean of School/Director of Service or the University's Health & Safety Team any health and safety matters which cannot be resolved locally on a time scale commensurate with the risk.
5. Liaising with the University's Health & Safety Team for health and safety matters.
6. Take part in any formal health and safety audits carried out by the Health & Safety Team.
7. Attending meetings of the School/Service Health & Safety Committee.
8. Conducting or co-ordinating regular health and safety inspections with Safety Representatives, to identify unsafe or unhealthy conditions or work practices, and monitoring that recommended control methods are implemented.
9. Ensuring that accidents, near misses and instances of occupational ill health are reported to the Health & Safety Team and Occupational Health Service and School/Service Health & Safety Committee.
10. Disseminating health and safety information and reports to appropriate members of school/service staff and students.
11. Assist the Dean/Director in completion of the annual Health & Safety Report.
12. Ensuring that new staff members and students of the School/Service receive suitable and sufficient health and safety induction with respect to health and safety matters.
13. Identifying members of the School/Service for appropriate:
  - a. health and safety training events
  - b. occupational health medical surveillance
14. Liaison with other internal or external health and safety specialists.
15. General health and safety monitoring in the school/service to ensure that standards are met and ensure the relevant compliance.
16. Monitoring and reviewing periodically health and safety procedures within the school/service.

### Appendix 3: School/Service Health & Safety Committees

It is recommended that School/Service Health & Safety Committees be convened by Deans of School/Directors of Service. These committees should consist of an appropriate number of persons, so that the main groups of staff, staff safety representatives and Trade Union safety representatives are represented. Where appropriate, there should also be student representation.

The School/Service Health & Safety Committee should promote a conscious positive health and safety culture amongst staff and students and act as a focus for observations on, and problems with, standards of health and safety, so that these can be referred to the Dean of School/Director of Service.

The School/Service Health & Safety Committee should carry out regular School/Service inspections in order to identify the hazards and risks associated with school/service activities, and establish that these are being adequately controlled, or set in motion remedial measures.

- promote a conscious positive health and safety culture amongst staff and students
- act as a focus for observations on and problems with standards of health and safety

It is recommended that the Dean of School/Director of Service should attend at least one inspection exercise or meeting of the School/Service Health & Safety Committee each year.

**In services where risks are low, and the appointment of a Health & Safety Committee is not justified, health and safety should be a standing item on the agenda of School/Service management meetings.**

## Appendix 4: Health & Safety Committee – Model Constitution

### School Health & Safety Committee

#### Purpose

1. Each school should convene a School Health & Safety Committee two to three times a year.
2. If it is convenient and agreed by the Deans and there is suitable staff representation from each school, a joint Health & Safety Committee can be formed.
3. The school Health and Safety committee's main purpose is to enable consultation between management and safety representatives on health and safety issues; it also advises the Dean of School on relevant health and safety issues and enables monitoring and review of their health and safety management systems.

#### Model terms of reference

1. To monitor and review school health and safety management systems, monitoring practices and accident figures and trends and to ensure a uniform approach to health, safety and wellbeing.
2. To ensure compliance with actions required of the annual health and safety report.
3. To consider reports, correspondence or relevant issues from health and safety representatives, members of staff, outside agencies and enforcing authorities.

#### Organisation

1. Committees should review health and safety management systems relevant across the school and not become reporting centres for operational issues that should be dealt with by local managers.
2. Responsibility for meeting arrangements and facilitation, as well as taking, recording and distributing minutes lies with administrative support to the Dean of School.
3. Co-opted advisers should attend only that section of the meeting to which they are contributing directly.
4. Minutes should be circulated to all invited members of the committee and made available for all school personnel to view as soon as possible after the meeting.
5. An agenda and draft previous minutes should be sent to all invited members 7 days prior to the committee.

## **Model membership**

1. Health & Safety Committees must invite an equal membership of managers and health and safety representatives.
2. It is recommended that the Dean of School should chair the School Health & Safety Committee.
3. The Dean of School should appoint management representatives with sufficient authority to give proper consideration to views and recommendations.
4. The Health & Safety Co-ordinator (or nominated representative) must be invited to attend.
5. Co-opted advisers could include Service Managers from the central services (e.g. Estates, Fire Safety, Health & Safety, Occupational Health, student representatives and other specialist advisers who attend to report on campus-wide initiatives and issues).
6. Representation from the research areas within the school.

## **Professional Services Health & Safety Committee**

### **Purpose**

1. Each professional service should convene a Service Health & Safety Committee two to three times a year.
2. In services where risks are low and the appointment of a Health & Safety Committee is not justified, health and safety must be a standing item on the agenda of management meetings.
3. The committee's main purpose is to enable consultation between management and health and safety representatives on health and safety issues; it also advises the Director of Service on health and safety issues and enables monitoring of their health and safety management systems.

### **Model terms of reference**

1. To monitor and review the service's health and safety systems, accident figures and trends, and to ensure a uniform approach to health, safety and wellbeing.
2. To ensure compliance with actions required of the annual health and safety report.
3. To consider reports, correspondence or relevant issues from health and safety representatives, members of staff, outside agencies and enforcing authorities.

### **Organisation**

1. Committees should review service systems and not become reporting centres for operational issues that should be dealt with locally by managers.
2. Responsibility for meeting arrangements and facilitation, as well as taking, recording and distributing minutes lies with administrative support to the Director of Service.

3. Co-opted advisers should attend only that section of the meeting to which they are contributing directly.
4. Minutes should be circulated to all invited members of the Committee and made available for all staff to view as soon as possible after the meeting.
5. An agenda and draft previous minutes should be sent to all invited members 7 days prior to the committee.

### **Model membership**

1. Service Health & Safety Committees must invite an equal membership of managers and safety representatives to ensure representation from all areas of the service.
2. It is recommended that the Director of Service should chair the Service Health & Safety Committee.
3. The Director of Service should appoint management representatives with sufficient authority to give proper considerations to views and recommendations.
4. The Health & Safety Co-ordinator (or nominated representative) must be invited to attend.
5. Co-opted advisers could include Service Managers from the central services (e.g. Estates, Fire Safety, Health & Safety, Occupational Health, student representatives and other specialist advisers who attend to report on campus-wide initiatives and issues).

