

## Edinburgh Napier University – Health & Safety Policy

### MANAGEMENT OF HEALTH AND SAFETY

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 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 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 PDR. 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.

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.