

Edinburgh Napier University – Health & Safety Policy

ORGANISATION AND RESPONSIBILITIES FOR HEALTH & SAFETY

This page 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 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.

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 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 Principal & Vice-Chancellor is advised in these matters by the ULT, the University Health & 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.
- Supporting the local Health & 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 Health & 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.

The Principal Investigators/Supervisors are responsible for:

- Ensuring health and safety arrangements (including the assessment of risks and training) are included in all phases of the projects from planning to completion.

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 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 the PDR. 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. Following the 2013/14 governance review, the Health & Safety Committee became an executive management committee reporting to the ULT.

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 12 of Dean/Directors guidance document](#)).

8. University Health & Safety Officer

The Principal & Vice-Chancellor of the university has designated a senior member of staff as Health & 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 Health & 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 Secretary, Governance & Compliance, is responsible to the designated Health & Safety Officer 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 Human Resources & Development

The Director of Human Resources & Development 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 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. School/Service Health & Safety Co-ordinator

Deans of School and Directors of Service are recommended to appoint a least one competent 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 competent Health & 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 Health & Safety Co-ordinator should monitor that the duties are being carried out to the required compliance standards.

18. Health & Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations 1977, 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 1996 will apply and the university will ensure that all staff are consulted on relevant health and safety matters.

19. 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.

20. 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.

21. 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 (contractor 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.

22. Visitors

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