



Health & Safety

Management of Health & Safety

Guidance for Deans of School and Directors of Service

<i>Version</i>	2.1
<i>Version date</i>	November 2022
<i>Review date</i> ¹	November 2025
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¹ or earlier if change in legislation or on risk assessment

Amendment Control

Version	Date	Amendments
1.0	Sep 2015	
2.0	Oct 2022	Full review (SH)
2.1	Nov 2022	Section 2 (BR)

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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](#)

2. University Hierarchy of Responsibility

[University management structure](#)

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 and that arrangements for monitoring, auditing and reviewing the performance of the University's health and safety management system and policies are put in place and maintained to comply with Health and Safety Legislation.

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.

Principal & Vice Chancellor

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 Director of Finance & Operations, 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.

University Safety Officer

The University Safety Officer is required to oversee the adequacy and effectiveness of health and safety management across all aspects of the University. They will drive the health and safety culture and embody the commitment of University Court through their visibility.

Deans of School/Directors of Service

Deans of School/Directors of Service are delegated and they are responsible for:

- Demonstrating visible commitment and driving the health and safety culture within the School/Service.
- Leading on campaigns to raise health and safety awareness and behavioural change.
- Ensuring the necessary emergency arrangements are in place for the relevant risks.
- Allocating the necessary resources (time and money) to health and safety.
- Delegating tasks to personnel for specific health and safety activities.
- Taking personal action to stop or suspend any activity which is not in line with University policies or procedures.
- Ensuring that everyone is aware of and participates in the university's occupational health programme.
- Ensuring health and safety within their areas is being managed on a day-to-day basis.
- Planning of work activities.
- The management of risk assessments and control measures.
- Allocating sufficient resources (staff) to assist in the management of health and safety, e.g. specialists.
- Ensuring that all their staff have the necessary competencies/training for the tasks they are carrying out, reference should be made to the training framework.
- Providing the necessary information, instruction and training to enable staff to perform their job in a safe manner.
- Proper supervision of students.
- Maintenance of records.
- Good lines of communication and consultation.
- Carrying out inspections, audits and tours of the School/Service.

- Monitoring the health and safety performance of the School/Service.
- Reviewing the health and safety performance of the School/Service.

Deans of School/Directors of Service 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.

School/Service staff and School/Service safety staff will assist the Deans of School/Directors of Service in complying with the above list of duties, it is recognised that these additional health and safety roles will generally be part-time roles. Some activities will require competent staff to be appointed by the Dean or Director to oversee such activities as working with radiation, lasers, chemicals, biological agents, electricity or where a risk assessment identifies a need for the role.

Academic staff shall conduct their activities, and those activities for which they have control, in a safe and competent manner in accordance with the University's Health and Safety Policies.

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 Health & Safety Team on the implementation of their health and safety management system within their area of responsibility using the Annual School/Service Safety Report.

Health & Safety Team

The Health & Safety Team are responsible for the following key elements:

- 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 continuous improvements to ensure health and safety compliance.
- Keeping up to date with health and safety legislation, codes of practice and new literature.
- Providing an active leadership and guidance on health, safety and welfare, championing a positive health, safety and welfare culture throughout the University and promoting full implementation of the University Policy and Management System relevant to Health & Safety.
- Reviewing and advising the University Court, Schools and Services on health and safety training requirements.
- Advising the University Court on the health and safety assistance resources required and on the appointment of staff to specialist health and safety posts.
- Providing proactive and reactive advice and assistance to the University Court on all aspects of health and safety management and operation of the University health and safety management system.

- Providing proactive and reactive advice and assistance to Schools, Services and management teams.
- Monitoring and carrying out reviews of university health and safety performance using School/Services information sources, visits and other data. Report each month to the University Safety Officer on health and safety performance, highlighting where recommendations for improvements are required. Identify and promote significant health and safety issues and improvement opportunities.
- Assisting Schools and Services as required on the investigation and reporting of all accidents, incidents and dangerous occurrences and regulatory enforcement. Reviewing all reports to identify any University wide issues for action.
- Representing the University directly or supporting others in working with external regulators e.g. HSE and other external bodies. Promoting and encouraging University wide contributions to industry wide health and safety initiatives and a positive image of the university as regards the management of health and safety.

All Staff

All staff have a responsibility to:

- Make themselves familiar with, and work to, the requirements of the University Health and Safety Management System that relates to the works they are undertaking. A safe system of work must be established for all work.
- Take reasonable care for their own health and safety and report any defect that may endanger either their health and safety or that of another person.
- Refrain from carrying out any activities/tasks for which they have not received appropriate training.
- Make full and proper use of any protective clothing/equipment/plant provided for their protection and make sure that they have received suitable training in its use.
- Refrain from interfering with plant, equipment, apparatus etc. where such interference could be detrimental to their health and safety or others.
- Co-operate with and provide information to others to assist them in performing their health and safety responsibilities.
- Comply with any requirements imposed by the University's systems or the instructions of their line manager/supervisor with regard to health and safety.

3. Establishing a Health & Safety Management System

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

The Dean of School/Director of Service must 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 Safety Co-ordinator. The School/Service Safety Co-ordinator will liaise with the University Health & Safety Team on health and safety issues and health and safety training.

4. School/Service Health & Safety Committee/Personnel

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

- a School/Service Safety Co-ordinator (SSC) (**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 Safety Co-ordinator(s) (SSC) whose role would be that of primary point of School/Service contact for health and safety issues. The SSC would also be the primary liaison contact with the University Health & Safety Team.

In high risk research areas/projects a Safety Co-ordinator must also be appointed for that area.

Where identified, the Dean/Director will **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 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 website.

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.

[Risk Assessment Policy](#)

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 and driving the health and safety culture within the School/Service. 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.

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

The School/Service 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 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.

To help you with this we have produced a health and safety checklist. This School/Service Annual 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 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 Safety Reports, Deans of School/Directors of Service must ensure that all Schools/Services 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 Safety 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 & 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.

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

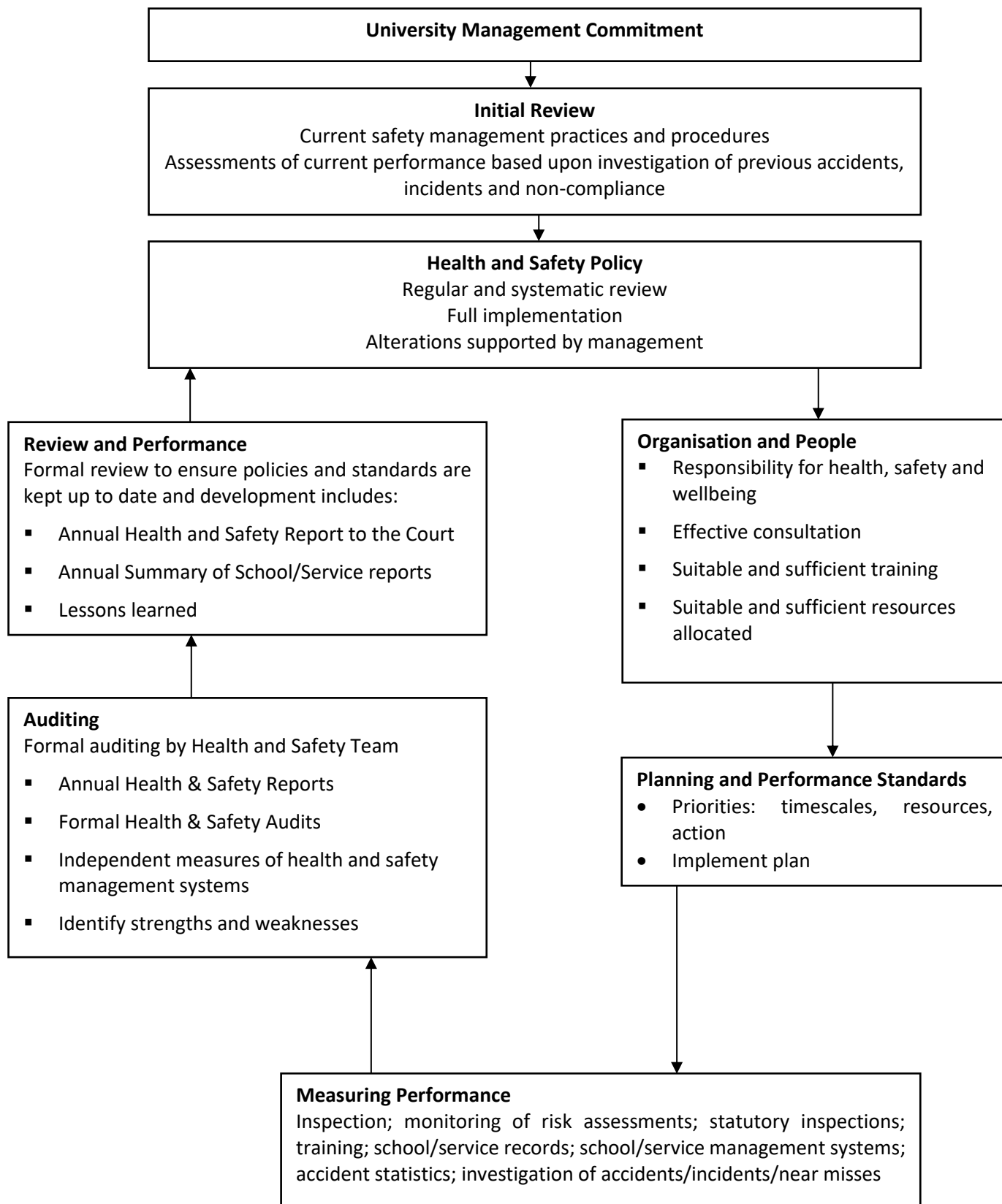
The University Health & Safety Team will provide competent guidance, information, training and advice on all aspects of health, safety, fire and welfare as it affects the University staff, students, visitors and contractors in order to ensure that standards of health, safety and welfare within the university 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 is available on the [Health & Safety website](#).

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 My Contribution and shall complete the relevant mandatory H&S training modules on Essential Skillz.

Appendix 1: Health & Safety Management Plan



Appendix 2: School/Service Safety Co-ordinators

Model of duties

Deans of School/Directors of Service must appoint at least one School/Service Safety Co-ordinator from amongst the School/Service staff.

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

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

The School/Service Safety Co-ordinator is concerned with the day-to-day health and safety organisation within their School/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.

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 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 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](#), [first aiders](#) 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.

The duties of the School/Service 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 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
 - c. Creation and completion of School/Service specific risk assessments
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.
17. Ensuring all staff members complete the mandatory H&S training courses on Essential Skillz, e.g. Induction, Fire and Workstation. This also includes completing the refresher training at the required intervals.

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.

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 must be a standing item on the agenda of every School/Service management meeting.

Appendix 4: School/Service Health & Safety Committee – model constitution

School Health & Safety Committee

Purpose

1. Each School should convene a School Health & Safety Committee three times a year to drive the H&S culture and Leadership within the School.
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 and health and safety training.

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.
4. Creating a cultural change in H&S within the School, leading by example.
5. Allocating suitable and sufficient resources to promote the effective management of health and safety; e.g. Safety Co-ordinator, fire wardens, first aiders, etc.
6. Encouraging others to take care of each other and their surroundings.
7. To report all accidents, incidents, near misses and dangerous occurrences and learn from mistakes.
8. To drive and promote continuous improvement of H&S culture in ENU through strong visible leadership of H&S issues.
9. To ensure compliance with H&S legislation across the School.
10. To ensure H&S training is kept up to date.

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 and should include any staff members who have an interest in driving H&S.
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 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, 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 three times a year to drive H&S Culture and Leadership within the Service.
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 all 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 and health and safety training.

Model terms of reference

1. To monitor and review Service's 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.

4. Creating a cultural change in H&S within the Service, leading by example.
5. Allocating suitable and sufficient resources to promote the effective management of health and safety; e.g. Safety Co-ordinator, fire wardens, first aiders, etc.
6. Encouraging others to take care of each other and their surroundings.
7. To report all accidents, incidents, near misses and dangerous occurrences and learn from mistakes.
8. To drive and promote continuous improvement of H&S culture in ENU through strong visible leadership of H&S issues.
9. To ensure compliance with H&S legislation across the Service.
10. To ensure H&S training is kept up to date.

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 and should include any staff members who have an interest in driving H&S.
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 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).