



HEALTH, SAFETY AND WELLBEING POLICY

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000a	-	16/12/2019
000b	Minor changes implemented after review by Facilities Manager and H&S Assistant.	10/01/2020
000c	Reviewed by Facilities Manager	15/01/2020
000d	Reviewed by HS&W Committee. Amended paras 2.12, table in 3.16. Renamed DSOs as DSAs. Added appendix.	30/01/2020
1.0	Reviewed by ICC. Standardised references to Executive Office, University of the Highlands and Islands. Removed appendix. Added clarity regarding students in Statement of Intent.	21/02/2020
1.1	Departmental Safety Advisor title changed to Departmental Safety Officer; minor editorial changes for grammatical improvement.	05/02/2021

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PART 1. STATEMENT OF INTENT

1.1 The Executive Office, University of the Highlands and Islands has developed this policy to:

- state its commitment to managing health, safety and wellbeing and its broad aims in this area;
- detail the organisational structure (including duties and responsibilities) and arrangements that have been established.

1.2 The Executive Office acknowledges the responsibility placed on it by the Health & Safety at Work etc Act 1974 and is committed to achieving and maintaining high levels of health, safety and wellbeing standards that will as a minimum comply with all relevant legislation. This commitment extends to its overseas activities and the Executive Office will, where possible, apply the same high standards here as it does in the United Kingdom.

1.3 The Executive Office aims to demonstrate compliance and continual improvement in health and safety management and performance to provide a safe, healthy and supportive environment and reduce accidents and work related ill health to those who may be affected by its activities and / or premises.

1.4 To this end, the Executive Office will:



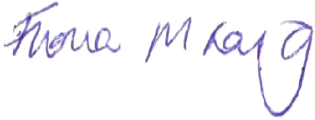
- establish an effective health and safety management system that is based on the recognized model of Plan-Do-Check-Act endorsed by regulatory authorities and professional bodies;
- identify the significant hazards and risks that arise through its operation and will develop policies and procedures that allow these to be suitably controlled;
- ensure that people who may have an influence on the management system are provided with the necessary information and/or training to allow them to contribute effectively;
- ensure that adequate resources are available to implement this Policy;
- encourage and develop means for staff and student involvement in the development of the health and safety systems and to allow suitable ownership of this;
- establish proactive and reactive methods to monitor health and safety performance and act on improvement opportunities identified through these.

1.5 This policy applies to all staff, students and others in the Executive Office who may be affected by its activities.

1.5 The implementation of this policy is the responsibility of the University Principal and Vice-Chancellor, and the University Secretary and Chief Operating Officer. However, Executive Office recognizes that staff and student awareness and engagement are pivotal to its success. This policy will be communicated in Executive Office and will be made available to other interested parties including relevant contractors, partners and others who may have an influence on the successful implementation of the policy.



1.6 This Policy will be reviewed at least annually.

Gary Coutts Chair of Court	Professor Todd Walker Principal and Vice Chancellor	Fiona Larg Chief Operating Officer/ Secretary
		



PART 2. ORGANISATION AND RESPONSIBILITIES

Court

2.1 Court has and accepts the ultimate responsibility for the health, safety and welfare of staff, students and visitors in Executive Office. Court will maintain a strategic oversight of all matters of health and safety and will seek assurance that effective arrangements for health and safety are in place and working.

Delegation

2.2 Implementation of the Policy is a line management responsibility. A responsible officer may issue instructions or guidance and delegate the responsibility for their implementation to staff under their control. The duty to ensure compliance remains with the responsible officer at all times.

2.3 The person to whom the functions are delegated may also be in breach of duty if they do not carry out their functions within the authority delegated to them.

Principal and Vice Chancellor, and Chief Operating Officer and Secretary

2.4 The University Principal and Vice-Chancellor, and the University Secretary and Chief Operating Officer have the executive responsibility for controlling the health and safety risks arising from the Executive Office activities.

Deans, Vice-Principals and other senior managers (Heads of Departments)

2.5 They are responsible for:

- adopting and implementing the Policy within their area of responsibility;
- keeping health and safety measures under review and considering and identifying possible hazards and safety measures necessary when new systems of work, equipment, etc. are introduced;
- making early interventions when standards are not met;
- ensuring that adequate resources are available for health and safety management. This will include ensuring that a Departmental Safety Officer (and deputies) are appointed as required;
- taking reasonable steps to ensure that sufficient information, instruction, supervision and training is provided to staff, students and visitors. These steps may include (but are not necessarily limited to) (1) being satisfied that induction programs are in place for new staff and students, (2) all visitors are provided with a host, (3) having systems to determine the required competencies of workers are identified and that these are met and (4) by cooperating with the Executive Office health and safety advisor;
- taking reasonable steps to ensure that premises, equipment and materials within their control are safe and without risk to health. These steps may include (but are not necessarily limited to) ensuring all equipment has an owner, suitable resources are available for maintenance and suitable risk assessment processes are in operation within the area for which they are responsible;



- providing the Executive Office health and safety advisor with information on monitoring and performance as required, including the reporting of accident and near miss events

2.6 When the responsible officer is absent, they must ensure that suitable arrangements are in place in order that health and safety matters continue to be effectively managed.

Supervisors and Managers Reporting to the Heads of Departments

2.7 They are responsible for:

- ensuring risk assessments are carried out and that safe systems of work are in operation and followed by staff, students and visitors;
- ensuring sufficient information, supervision, instruction and training is provided to staff, students and visitors;
- ensuring all equipment and substances etc, used by staff, students and visitors are in safe working order and are safely handled;
- reporting accidents, near misses and incidents promptly;
- informing the Executive Office health and safety advisor before any significant hazards are introduced or when newly identified;
- ensuring that suitable, temporary supervisory arrangements are in place to cover periods of absence.

Employees, Students and Visiting Workers

2.8 All employees, students and visiting workers must:

- take reasonable care for their own health and safety and that of others who may be affected by their activities;
- comply with safe systems of work and any other safety instruction that will safeguard them and fellow employees, students and others;
- have due regard for any duty or requirement imposed on the University Principal and Vice-Chancellor, or University Secretary and Chief Operating Officer by any relevant statutory provisions or recognised code of practice, and co-operate with all to ensure that such a duty or requirement met with compliance;
- report to their immediate supervisor or line manager any defects in plant, machinery, equipment, building fabric, or systems of work;
- make use and take proper and reasonable care of protective / safety equipment, tools, plant and equipment;
- notify their line manager or supervisor before any significant hazards are introduced or newly identified;
- attend training where their line manager or supervisor identifies it is necessary for health and safety;
- attend for health surveillance when required;
- report accidents, near misses and incidents promptly using the Executive Office reporting procedure;



- not intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.

2.9 Breach of statutory obligations is a criminal offence and an employee can be personally liable for prosecution.

2.10 It is the responsibility of the host staff member to make sure that visitors are made aware of, and comply with, safety procedures that concern them.

Safety Advisory Positions

2.11 The University Secretary and Chief Operating Officer will appoint a health and safety advisor to be responsible to them for:

- development and maintenance of the health and safety management system, Health, Safety and Wellbeing Policy and underlying procedures;
- provision of advice, guidance and support to Executive Office to ensure compliance with relevant health and safety legislative requirements;
- working closely with and providing support to the Departmental Safety Officers;
- reporting to the Safety Health and Wellbeing Committee and Court on health and safety performance.

2.12 A Departmental Safety Officer will be appointed by the Head of each department or functional unit in Executive Office. The Department Safety Advisor will:

- monitor and review the arrangements for health and safety within their area of responsibility;
- advise the Head of their department etc of any significant issues and failure to comply with Executive Office health and safety policies;
- raise awareness and encourage the reporting of accidents, incidents and near misses;
- assist the departmental management and where necessary, the Executive Office safety advisor services, in investigating accidents and incidents;
- act as a point of contact for receiving and disseminating changes and updates from Executive Office safety advisor and Executive Office's Safety, Health and Wellbeing Committee;
- assist the Head of Department in the implementation of new policies and procedures.

PART 3. ARRANGEMENTS

Finance and General Purposes Committee

3.1 The Finance and General Purposes Committee advises Court on health and safety matters from within Executive Office.

Safety, Health and Wellbeing Committee



3.2 The Safety, Health and Wellbeing Committee reports to the Finance and General Purposes Committee.

3.3 It provides the forum for consultation between management, staff and students. The terms of reference for the committee are to:

- advise the University Principal and Vice-Chancellor, and University Secretary and Chief Operating Officer and other senior managers on all matters relating to health, safety and wellbeing;
- review the Executive Office Health, Safety and Wellbeing Policy and subordinate policies and procedures;
- provide the normal route for formal consultation between management, employee and student representatives;
- monitor the implementation of the Executive Office Policy;
- assist in the promotion of best practice and a positive culture in health safety in staff and students;
- consider accident and incident reports and advise on the adequacy of any remedial action identified;
- consider reports from the Executive Office safety advisor;
- consider reports from enforcing authorities;
- assist the Executive Office safety advisor in the execution of their duties.

3.4 A member of the Staff Committee represents staff at the Health, Safety and Wellbeing Committee. This representative is selected by the Staff Committee, with all members of the Staff Committee being elected by the staff.

3.5 Staff and students may raise health, safety and wellbeing issues either with the relevant Heads of Departments in the first instance, or through the relevant representative on the Committee.

3.6 Membership of the Committee is described below:

UHI Secretary (Chair)	Ex officio
Dean-Arts, Humanities and Business	Ex officio
Departmental Safety Officer -Arts, Humanities and Business	Ex officio
Dean-Science, Health and Engineering	Ex officio
Departmental Safety Officer -Science, Health and Engineering	Ex officio
Head of Health, Research and Innovation	Ex officio
Departmental Safety Officer -Division of Biomedical Sciences	Ex officio
Head of the Division Rural Health and Wellbeing	Ex officio
Departmental Safety Officer -Rural Health and Wellbeing	
Head of Nursing	Ex officio
Departmental Safety Officer -School of Health-Nursing	Ex officio
Human Resources	ex officio
Staff representative	Nominated by EO staff association



An Lòchran representative	Ex officio
HISA Representative	Ex officio
Hosted Staff	Ex officio
Departmental Safety Officer -Academic Directorate	Ex officio
Departmental Safety Officer -Corporate Resources	Ex officio
Departmental Safety Officer -LIS	Ex officio
Facilities Manager and Executive Office safety advisor	Ex officio
Clerk	Nominated by EO safety advisor

General Arrangements

3.7 Staff are informed of this policy during induction, with appropriate information and instructions available on an on-going basis via the staff pages of the university's website.

3.8 Contractors and visitors are informed of this Policy as and when required and depending on the information and instructions required.

3.9 Health and safety records are retained in accordance with the relevant statutory provisions and the university's records management policy.

3.10 Health and safety duties are built into the recruitment process. A further training needs analysis may be undertaken for staff with specific duties and training is provided based on this analysis.

3.11 Co-operation between the university and other parties within the partnership is achieved through the University Health and Safety Practitioners Group and Partnership Council.

3.12 Co-operation between the Executive Office and other parties, for example landlords and managing agents, is achieved through residents meetings which are attended by members of the Executive Office health and safety advisory services.

3.13 The Executive Office shall make a suitable and sufficient assessment of the health and safety risks arising from its premises and activities in accordance with Executive Office arrangements.

3.14 The arrangements for health and safety that establishes the standards that are expected to be applied at the Executive Office will be developed in policies and guidance through the safety advisory service. However, commensurate with the level of risk associated with certain premises or activities, additional arrangements will be established locally by the appointed competent persons. These arrangements will include undertaking detailed risk assessments in relation to specific risks, devising standard operating procedures and establishing additional first aid, fire and other emergency arrangements.

3.15 The Executive Office health and safety advisor will maintain and regularly review registers of persons appointed to support the health and safety management system (namely, first aiders, fire wardens and Department Safety Advisors).

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