



Queen Margaret University
EDINBURGH

Health and Safety Policy

Organisation and Arrangements

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Health and safety policy statement

The Court of Queen Margaret University recognises and accepts its responsibilities as an employer for ensuring, so far as is reasonably practicable, the health, safety and welfare of our staff while at work, and for the health and safety of any other person who may be affected by what we do.

We recognise that effective health and safety management can contribute towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To make this happen, we will create and maintain a positive health and safety culture that secures the commitment and participation of all staff to help us achieve the high standards of health and safety in the workplace.

Health and safety is a primary objective of our activities. We will try, so far as is reasonably practicable, to conduct our activities without avoidable risk to the health and safety of our staff and others who may be affected by what we do. Although the law sets only minimum acceptable level of performance, we will try to set and achieve higher standards where possible.

We will achieve these standards, so far as is reasonably practicable, by providing and maintaining:

- a working environment without avoidable risk to the health and safety of our staff, students, contractors, visitors and the general public, and with adequate facilities and arrangements for the welfare of staff at work
- arrangements for ensuring safety and absence of avoidable risks to health in connection with using, handling, storing and transporting articles and substances
- plant, equipment and systems of work that are safe and without avoidable risks to health
- enough information, instruction, training and supervision so staff know how to avoid hazards and contribute positively to their own health and safety at work
- safe ways into and out of places of work under our control

The Principal, on behalf of Court, will carry the prime responsibility for health and safety throughout QMU.

1 Introduction

This policy sets out the occupational health, safety and welfare arrangements for all staff working for Queen Margaret University (QMU). It also applies to every other person who may be affected by our work activities, acts and services, including students, contractors, visitors and members of the public.

1.1 Health and safety management

We will implement and continually monitor a health and safety management system that makes sure we assess risk and effectively organise, plan, monitor and review the preventative and protective measures necessary to control risk.

1.2 Planning

In planning what we do in terms of health and safety, we will:

- identify and assess the risks from hazards associated with all our work activities so we can eliminate or control foreseeable risks, so far as is reasonably practicable
- so far as is reasonably practicable, allocate sufficient resources to meet the requirements of this policy
- set realistic short and long term objectives, decide priorities and set adequate performance standards

We will also monitor and review these standards to make sure we are meeting and maintaining them.

1.3 Health and safety assistance

As the law requires, we will appoint or secure competent help in applying the provisions of health and safety law where it is necessary to help us manage that task. This does not detract from the primary responsibility of managers, team leaders and academic supervisors for ensuring safe conditions of work.

1.4 Co-operation and consultation

No health and safety policy is likely to be effective unless it actively involves the employees themselves. We recognise the contribution staff can make towards health and safety in the workplace and will co-operate and consult with staff as necessary.

We will co-operate and consult with properly appointed safety representatives so we can fulfil our statutory functions and will co-operate in setting up a safety committee or committees as required.

1.5 Information to staff

Our health and safety policy and any supplemental guidance documents and codes of practice are published on the staff Intranet following this link:-

1.6 Review of policy

We will review and amend this policy and associated procedures within our health and safety management system every year, or more often if the law or best practice changes. Where appropriate, we will issue further guidance notes relating to particular work activities or if health and safety legislation changes.

2 Responsibilities

This part of our policy describes how we organise our health and safety at work. It also designates posts at QMU that carry specific health and safety responsibilities, and outlines their related duties.

To make sure we comply with our health and safety policy and any other legal obligation, we have organised the arrangements to reflect and operate within our normal line management structures. Our management system does therefore operate through the Principal and the Strategic Management Group.

The remainder of this policy outlines who is responsible for what in terms of health and safety.

2.1 Principal and Vice Chancellor

The Principal, on behalf of Court, will carry the prime responsibility for health and safety throughout QMU. This includes ensuring, so far as is reasonably practicable, the health and safety of:

- staff, while carrying out their work related activities
- students, while attending their courses of study and related activities and when on QMU premises
- contractors, when working on QMU sites
- visitors to QMU sites

The Principal will also:

- make sure there are adequate resources available, so far as is reasonably practicable, for everyone to implement health and safety policy
- visibly demonstrate commitment to achieving a high standard of health and safety performance within QMU and to developing a positive attitude to health and safety among staff
- direct the Strategic Management Group to make sure there are, so far as is reasonably practicable, adequate resources for everyone to implement health and safety policy
- devolve specific health and safety duties to managers across the University as follows

2.2 The Director of Human Resources

The Director of Human Resources is accountable to the Principal for developing, reviewing, updating and auditing the health and safety management system throughout QMU. Specific responsibilities include:

- developing appropriate health and safety policies and procedures that will apply across QMU
- conducting an annual review of policies and procedures to make sure they remain effective and in line with legislation and best practice where appropriate
- auditing compliance with health and safety policies and procedures, in accordance with the procedures defined within Health and Safety Policy 15
- updating and advising the Principal and the Strategic Management Group on compliance and best practice issues
- demonstrating a commitment to achieving a high standard of occupational health and safety performance within QMU and developing a positive attitude to health and safety among staff and students
- with help from the Health and Safety Advisor, advising line managers on health and safety issues, including breaches of health and safety policy and procedures that may result in disciplinary action for both staff and students
- updating and distributing amendments to the health and safety management system
- leading and managing their area of responsibility in accordance with our health and safety policies

2.3 Vice Principals and Director of Strategic Financial Management and Business Services

These officers are each accountable to the Principal for promoting a positive awareness of the strategic importance of health and safety throughout their area. Their responsibilities include:

- leading and managing their area of responsibility in accordance with our health and safety policies
- as a member of the Strategic Management Group, contributing to the development of health and safety strategy and policy, exercising corporate thinking at all times
- undertaking all responsibilities in relation to health and safety in an open and constructive manner that places the safety and welfare of all staff, students and others first
- integrating health and safety issues into the strategic planning process within their area, investing any allocated health and safety budget in accordance with a clear assessment of the risk
- bringing to the Principal's immediate attention any breach of health and safety legislation, or our policy and procedures, that has placed or is continuing to place the health and safety of staff, students or others at risk, and identifying any resources they need to rectify the position
- championing and promoting corporate health and safety issues or campaigns

2.4 Health and Safety Advisor

The Health and Safety Advisor is accountable to the Director of Human Resources for providing a professional advisory service to QMU regarding health and safety. Their responsibilities include:

- advising and assisting in the development, implementation and review of health and safety policies and procedures
- maintaining an up-to-date knowledge of health and safety legislation, and providing advice to QMU on implementing that legislation, including developing new policies and procedures
- reviewing and recommending training solutions required to support the implementation and on-going management of our health and safety procedures, through risk assessments, and input from managers, staff and properly appointed safety representatives
- carrying out agreed training programmes for staff and students on identified health and safety issues
- investigating and recording incidents, analysing and producing reports on incident statistics, and liaising with appropriate managers and properly appointed safety representatives
- advising on a regular programme of risk assessment to analyse and keep under review work activities and to help develop safe systems of work in respect of the various operations carried out by QMU
- advising managers on monitoring and auditing programmes to support them in their roles
- advise the Strategic Management Group and the Health and Safety Committee on all aspects of our health and safety policy and procedures
- liaising with internal and external agencies (for example, the Health and Safety Executive, fire brigade, unions and insurers) on health and safety matters on behalf of QMU
- conducting an annual audit of QMU's health and safety management system and preparing a performance report for submission to the Court, through the Principal

2.5 Deans of School and Heads of Department

Deans of School and Heads of Department are accountable to the Principal for leading and managing their School or Department in accordance with our health and safety policy. Their responsibilities include:

- positively and proactively promoting the effective implementation of our occupational health and safety policies and procedures, and facilitating open communication on all occupational health and safety issues throughout their School or Department
- where relevant as a member of the Strategic Management Group, contributing to the development of health and safety strategy and policy, exercising corporate thinking at all times
- integrating occupational health and safety issues into operational planning, monitoring the performance of their School or Department in relation to occupational health and safety management, reporting to the Principal in line

with the monitoring and auditing procedures set out in Health and Safety Policy 15

- bringing to the Principal's immediate attention any breach of health and safety legislation or our policy and procedures, that has placed or is continuing to place the health and safety of staff, students or others at risk identifying any resources they need to rectify the position
- through appropriate supervision and training, providing a reasonably practicable level of safety for all staff, students and others in their work area,
- developing and implementing subject-specific, safe-working practices and procedures where required
- facilitating regular safety inspections of work operations and areas under their control in accordance with Health and Safety Policy 15
- assisting their Heads of Subject and Service Managers to discharge their health and safety responsibilities
- appointing appropriate staff within their School or Department to fulfil the role of School or Department Health and Safety Co-ordinator

2.6 School or Department Health and Safety Co-ordinators

School or Department Health and Safety Co-ordinators are accountable to their Dean of School or Head of Department for co-ordinating health and safety activities within the School or Department to ensure compliance with QMU health and safety policy and procedures.

Their responsibilities include:

- contributing to the development of School or Department health and safety risk management plans
- contributing to the health and safety aspects of School or Department Operational Plans, and course or module planning
- Integrating occupational health and safety issues into operational planning, monitoring the performance of the School or Department in relation to occupational health and safety management, and reporting to the Dean of School or Head of Department in line with the our monitoring and auditing procedures set out in Health and Safety Policy 15
- managing all risk assessment programmes throughout the School or Department, making sure they are carried out within agreed timescales, and recording and reporting outcomes in accordance with agreed systems of working
- making sure that all risk assessments meet the criteria set out in our policies and procedures, and making all staff, students and others aware of any hazard or risk identified within the School or Department putting in place measures to minimise or eliminate that risk as appropriate
- developing, implementing and maintaining systems that properly record and report on the management of occupational health and safety throughout the School or Department in accordance with agreed systems of working
- keeping the University asset register up to date by notifying the Estates and Facilities Department when buying new and disposing of existing plant, machinery and equipment throughout their School or Department, maintaining a system that identifies when such plant, machinery or equipment requires

statutory inspection, and maintaining records and reporting on the outcome of these statutory inspections in accordance with agreed systems of working

- making sure that any external contractors working on School or Department equipment or premises receive the appropriate induction pack in line with Health and Safety Policy 14.
- making sure that records are kept of any personal protective equipment issued to staff, students and others within their School or Department
- helping to co-ordinate regular safety inspections of work operations throughout their School or Department in accordance with Health and Safety Policy 15.
- managing any health and safety action plans produced within the School or Department
- co-ordinate regular safety inspections of work operations throughout the School in accordance with Health and Safety Policy 15
- bringing to the Dean of School or Head of Department's immediate attention any breach of health and safety legislation or our policy and procedures that has placed or is continuing to place the health and safety of staff, students or others at risk, and identifying any resources they need to rectify the position
- through appropriate supervision and training, providing a reasonably practicable level of safety for all staff, students and others under their control, and developing and implementing appropriate safe-working practices
- putting in place appropriate arrangements to make sure that all staff, students and others within the School are aware of the procedures they should adopt in an emergency (for example, fire, first aid, incident reporting, and chemical spillages), paying particular attention to anyone with special needs, liaising with the University Disability Advisor and Health and Safety Advisor where necessary
- developing, implementing and maintaining distribution and communication processes that properly and promptly inform all staff, students and others within the School about all relevant occupational health and safety issues
- making sure that all plant, machinery and equipment used within their School or Department is suitable for its intended purpose and maintained in a safe condition, and that people exercise proper control when using it
- administering and monitoring, with the support of the Estates and Facilities Department, any programmes of repair, improvement and maintenance work that may be necessary in the interests of safety
- liaising with the Director of Human Resources and the Health and Safety Advisor to access professional advice about changes in legislation, training needs, safe systems of work, and visits from enforcing authorities

2.7 Heads of Subject / Academic Directors and Support Managers

Heads of Subject / Academic Directors and Support Managers are accountable to their Dean of School or Head of Department for taking action to address immediate occupational health and safety risks and reporting these risks and any action taken to their Dean of School or Head of Department. Their responsibilities include:

- ensuring that activities taking place in their area of responsibility are subjected to the University's risk assessment processes

- taking appropriate temporary action to safeguard staff and students against an identified hazard, and notifying their Dean of School, Head of Department and School or Department Health and Safety Co-ordinator
- making sure that all incidents at work to people in their work area are properly reported to their Dean of School, Head of Department and School or Department Health and Safety Co-ordinator, so that investigations are initiated and proper records kept in line with Health and Safety Policy 2
- making sure staff, students and visitors in their work area are aware of the procedures they should follow in an emergency (for example, fire, first aid, incident reporting and chemical spillages), paying particular attention to anyone with special needs

2.8 Director of Estates and Facilities

In addition to their duties as a Department Head, the Director of Estates and Facilities is accountable to the Vice Principal and University Secretary for the following responsibilities:

- maintaining fire alarm systems in line with statutory requirements
- maintaining emergency lighting systems
- maintaining fire fighting appliances in line with statutory requirements
- facilitating weekly fire alarm tests
- implementing and overseeing electrical safety arrangements in accordance with our legal obligations and the relevant standards in Health and Safety Policy 9
- approving, controlling and monitoring all works that affect the fabric and services of the estate

2.9 Health and Safety Committee

The Health and Safety Committee, chaired by a Vice Principal, consists of properly approved representatives from unions and all areas of QMU. Reporting to the University Court, through the Principal, the Health and Safety Committee will:

- be consulted on the health and safety policy and procedures providing advice and input on policy and procedures including their implementation throughout QMU
- receive and monitor incident statistics, generated by the Health and Safety Advisor, to review trends and contribute to developing plans and initiatives required to address incident trends or particular areas of concern
- carry out workplace assessments, and work with the Health and Safety Advisor in taking forward any programme of workplace assessments
- monitor implementation of the health and safety management system throughout QMU, and provide a monitoring report every six months to the University Court, through the Principal, setting out the Committee's assessment of the management of health and safety risks across QMU
- send copies of the monitoring reports to the Principal

2.10 All members of staff

Although some members of staff may have specific responsibilities as outlined in paragraphs 2.1 to 2.8, all members of staff must:

- in the course of their work, act with due care for the health and safety of themselves, other members of staff, those in QMU's care (for examples students, visitors and contractors), and members of the general public
- familiarise themselves with and observe all instructions on occupational health and safety at QMU
- use and maintain correctly, in accordance with any instructions and training they receive, all personal protective equipment issued to them
- take heed of any safety advice or instruction and training given on how to use equipment, machinery, and dangerous substances
- know and apply the procedures in respect of emergencies (for example, fire and first aid)
- report all incidents and near misses to their line manager (see Health and Safety Policy 2)
- if they discover a hazard, they should take temporary action wherever possible to make the hazard safe (for example, by taking equipment out of use, clearing a dangerous area, or putting up warning notices), and report the hazard to their line manager
- co-operate with QMU and any person upon whom a statutory duty or requirement is imposed (for example, an inspector from the Health and Safety Executive) on all health and safety matters at work

Any member of staff who authorises work or the purchase of equipment must consider any health and safety implications. Staff with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The Director of Human Resources must approve such re-assignments.

A member of staff or a student may face disciplinary action if they:

- fail to exercise reasonable care for their own safety, or that of colleagues or members of the public
- do not co-operate with QMU on health and safety matters
- misuse safety equipment provided

3 Planning, organising and controlling

3.1 Introduction

This part of the policy details the way in which QMU will put our arrangements for managing risk into practice. By following this procedure, we can make sure that we are proactive in managing risk and take appropriate action where uncontrolled risks are identified. It will also assist all Schools and Departments in managing health and safety risks in a consistent way. .

3.2 Legal framework

The Health and Safety at Work Act 1974

Under this Act, QMU has a duty to prepare and revise a written statement of health and safety policy and details of the organisation and arrangements for carrying out that policy.

In this policy (Health and Safety Policy 1), we detail our organisation and arrangements, and Health and Safety Policies 2 to 16 we detail the specific policies and procedures that create a complete health and safety management system.

The Management of Health and Safety at Work Regulations 1999

Under these regulations, we must make appropriate arrangements for health and safety and make sure that we appropriately control these arrangements through effectively planning and organising our activities, controlling the process, and by monitoring and auditing our preventative and protective measures.

These regulations also mean we have to appropriately and sufficiently assess the risks staff may face while at work. This includes assessing the risks to others arising from our work activities. We can achieve this within Schools and Departments by:

- maintaining a complete asset and equipment register
- analysing our activities and work areas to establish where we need to assess risks
- developing an inventory of activities and work areas, and creating a risk management register, to control a programme of risk assessments of all entries on the inventory making sure we have enough trained and competent people to carry out those risk assessments
- analysing the outcome of risk assessments and taking appropriate remedial action to address uncontrolled risks including review of the process within our strategic management objectives

The rest of this policy expands these processes. We should also make sure we subject the entire system to a regular monitoring and auditing process to confirm that our arrangements and the preventative and protective measures remain effective.

Details of the monitoring and auditing process are defined in Health and Safety Policy 15.

3.3 Planning and organising

To begin the process, Deans of School and Department Heads must create a risk register of all activities and work areas under their control. When they have completed this inventory they should assign sequential numbers to each entry. Each entry should have a risk assessment assigned to it. There are further details of the various types of risk assessment in Health and Safety Policies 5, 6, 7, and 8

Each School and Department has staff who have been trained to apply the various types of necessary risk assessment, and they should be used to carrying out risk assessments following the inventory.

All staff should be aware of the risk assessment programme and Heads of School Heads of Department should communicate the details of it to all staff within their area of responsibility.

3.4 Controlling

Deans of School and Heads of Department must be proactive in controlling the management of their risk assessment register. As risk assessors complete or review risk assessments, they should pass the results to their School or Department Health and Safety Co-ordinator in order that they can co-ordinate any necessary remedial action.

Staff conducting the risk assessment have the remit and training to identify any uncontrolled risks and to suggest possible remedial action where required. However, it is a management function to implement the remedial actions and identify where additional resources are needed.

3.5 Responsibilities

Deans of School and Heads of Department

Deans of School and Heads of Department are accountable and responsible for:

- analysing all activities and work areas within their responsibility and creating a register for risk assessment
- creating and implementing a programme to ensure that all entries in the risk register are subjected to a risk assessment
- monitoring progress of their own risk assessment programme and taking appropriate action where targets and timescales are not being met
- reviewing outcomes of risk assessments and making sure that remedial action is taken where uncontrolled risk are identified
- making sure that they continue to have suitable numbers of trained, competent staff to progress risk assessments detailed on their School or Department risk register
- arranging, through the Health and Safety Advisor, any additional or replacement staff to be trained in risk assessment

- maintaining records of all risk assessments conducted within their School or Department
- reporting to the Principal on progress and implementation of their School or Department risk management register and outcome of reviews as appropriate
- identifying budget requirements for health and safety issues for inclusion in School or Department strategic planning

Health and Safety Advisor

The Health and Safety Advisor is responsible for:

- providing suitable training to School and Department risk assessors
- providing advice and support to Schools and Departments on implementing risk assessment processes

All staff and students

All staff and students must co-operate, and assist where necessary, with QMU in applying any measures introduced to assess and reduce risks and inspect work areas.