



Queen Margaret University
EDINBURGH

Health and Safety Policy

2018 - 2021

Policy Summary: The Health and Safety Policy describes how Queen Margaret University will comply with its statutory responsibilities under the Health and Safety at Work Act 1974, associated regulations, and approved codes of practice.

Policy Owner: Human Resources [Health and Safety].

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Queen Margaret University Health and Safety Policy Statement

Queen Margaret University is committed to the highest standards of excellence in education, research and knowledge exchange. This commitment applies equally to the management of health and safety within our innovative University – holding true to the principles and values on which this institution was founded. This is reflected in a focus on empowering staff, supporting students, serving the community, creating meaningful partnerships, promoting impactful knowledge exchange and enshrining social justice.

The University recognises this health and safety policy as integral to enabling it to fulfil its potential as a University of ideas and influence. This can only be achieved through the positive actions and application of best practice in health and safety by its managers, staff and students. The University will adopt, maintain and develop this best practice in all areas of health, safety and safety management through continuous improvement in the control of risk and the development of a positive and meaningful health and safety culture.

The University is committed to achieving effective control of risk by working to the health and safety management performance standards contained within this policy. These relate to:

- the way we organise – our leadership, resource allocation, and consideration of health and safety implications arising from business decisions;
- positive organisational health and safety culture;
- effective, sensible, risk control measures and systems;
- clear definition of arrangements;
- competence of those involved in making decisions on health and safety;
- continuous and planned improvement;
- taking corrective and preventative action based on monitoring, auditing and investigating activities; and
- encouraging ownership through communication and consultation.

This policy (*and associated approved guidance notes*) applies to all persons, premises and activities falling, to any extent, under the university's control, whether at home or abroad.

Principal and Vice-Chancellor, Professor Petra Wend
March 2018

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1. Foreword

Queen Margaret University is committed to the highest standards of excellence in education, research and knowledge exchange. This ambition applies equally to the management of health and safety within our innovative University – holding true to the principles and values on which this institution was founded. This is reflected in a focus on empowering staff, supporting students, serving the community, creating meaningful partnerships, promoting impactful knowledge exchange and enshrining social justice.

The University recognises this Health and Safety Policy as integral to enabling it to fulfil its potential as a University of ideas and influence. This can only be achieved through the positive actions and application of best practice in health and safety by its managers and staff. The University will adopt, maintain and develop this best practice in all areas of health and safety management through continuous improvement in the control of risk and the development of a positive health and safety culture.

2. Health and Safety Policy

The University regards the health and safety of staff, students and visitors as an integral part of pursuing its mission of excellence in education, research and knowledge exchange. Accordingly, it is committed both to enabling staff and students to pursue their legitimate activities and to ensuring that these activities are conducted safely by targeting resources proportionate to the risks; ensuring that staff, students and those who engage with us, are properly protected.

This policy will ensure that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to disciplinary action, enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility.

3. Scope

This Health and Safety Policy (*and associated policies and approved guidance notes*) applies to all premises and activities falling, to any extent, under the University's control. The policy sets down a framework by which the University and all members of the campus community, visitors and contractors will be able to meet their health and safety duties.

4. Equality Analysis

Consideration has been given to the protected characteristics of all population groups identified in the Equality Act 2010. These protected characteristics are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Race
- Religion and belief
- Sex
- Sexual orientation
- Pregnancy and maternity

The University recognises the need for specific measures to ensure the health and safety of each of these groups. This policy and all other associated health and safety related policies and guidelines take this into account.

5. Leadership in Health and Safety

The University will ensure the provision of clear and transparent leadership and management systems, defining roles and responsibilities, for health and safety risks. The Court of Queen Margaret University, the Principal and Vice-Chancellor, and the Senior Leadership Team will ensure that they have access to competent health and safety advice and that processes are in place to escalate to the appropriate level relevant information regarding institutional health and safety performance and any significant health and safety risks, issues and failures. This competent advice shall also be made available to all managerial levels, staff and students, as appropriate.

The University will consult staff and students about their risks at work / study and about the design and implementation of preventive and protective measures and will maintain effective measures for leadership, planning, organisation, control, monitoring and review of health and safety matters with a view to continuous improvement.

6. Operating Methodology

Queen Margaret University will adopt the operating methodology recommended by the United Kingdom Health and Safety Executive (HSE) and the Universities Safety and Health Association (USHA) – **Plan / Do / Check / Act**, to ensure robust leadership and operational control.

In the following model highlighting leadership responsibility, it is likely that an individual may have multiple responsibilities participating at the strategic level and enabling at the operational level reflecting their particular role within the University. Each role descriptor has elements of Plan / Do / Check / Act and these have been aligned to allow a targeted, proportionate and efficient approach to robust, sensible, risk control.



Figure 1 Summary of Plan / Do / Check / Act operating methodology.

7. Health and Safety Leadership Roles

Summary of Health and Safety Leadership Roles



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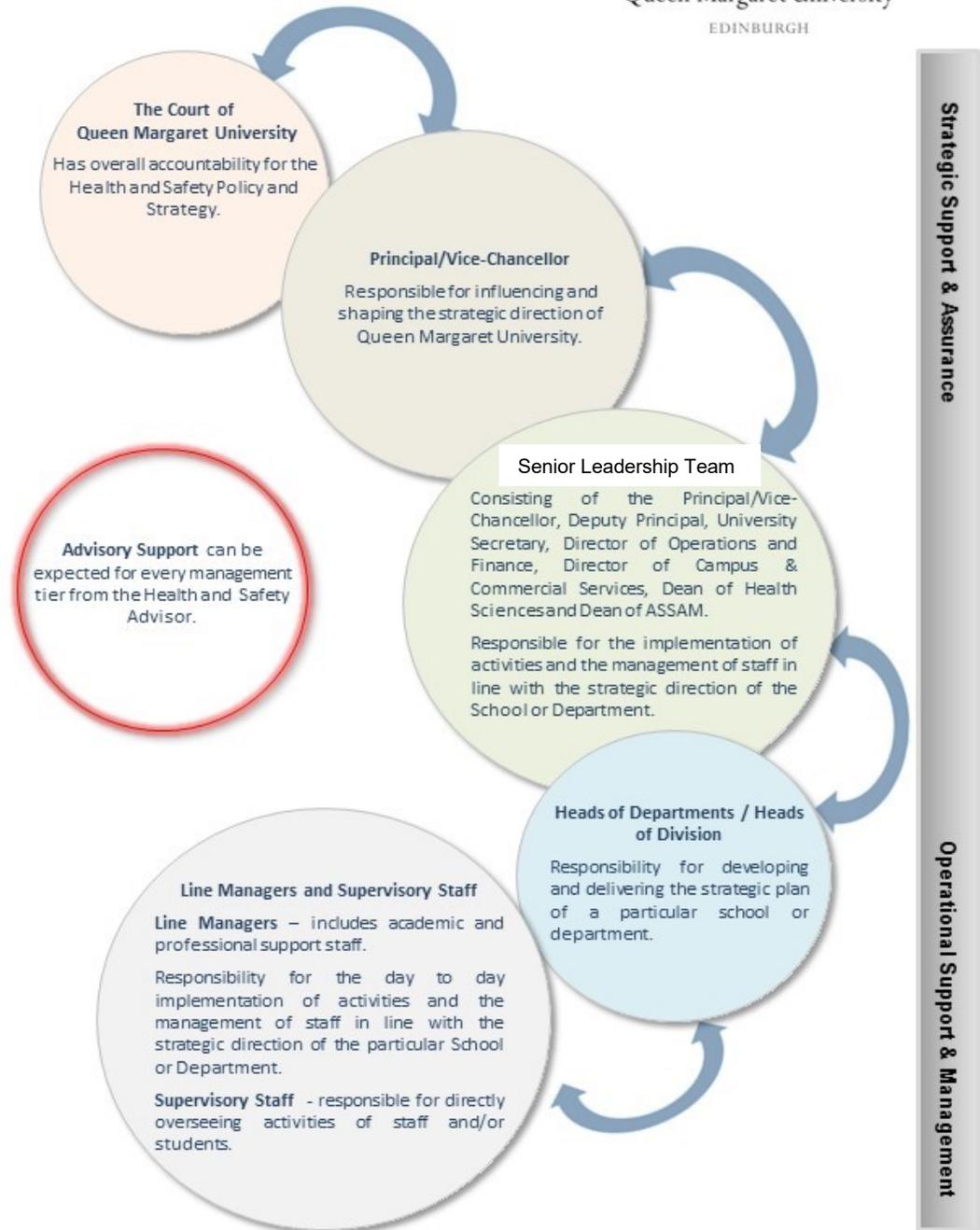


Figure 2 USHA Methodology - summary of management tiers and their role in health and safety leadership

7.1 The Court of Queen Margaret University

The Court of Queen Margaret University, as the governing body and employer, has the overall statutory responsibility for occupational health and safety in the University. Members individually and collectively have a duty to consider health and safety in the course of approving strategy and reviewing the University's occupational health and safety performance.

Specifically, the Court shall plan to ensure: -

- appropriate governance and communications systems are put in place to support this policy including its review and development;
- awareness of significant health and safety risks faced by Queen Margaret University;
- oversight of the health and safety implications of strategic decisions; and
- emergency planning arrangements are kept up to date.

The Court will seek assurances from the Principal and Vice-Chancellor & Senior Management Team that: -

- health and safety arrangements are adequately resourced;
- risk control measures are in place and acted upon;
- effective processes are in place to ensure training and competency;
- suitable processes are in place for auditing health and safety performance;
- there is access to competent health and safety advice; and
- processes are in place for employees or their representatives to be involved and engaged in decisions that affect their health and safety.

The Court shall receive and evaluate leading and lagging data relevant to health and safety and, where appropriate, ask for data on process (*preventive and maintenance*) and competency indicators.

Additionally, the Court shall be satisfied that there are independent reviews of health and safety management across the University, that lessons are learnt from adverse events, audit processes are reviewed and that the University's risk profile is regularly reviewed.

What to expect from your Health and Safety Advisor: -

- annual reports on health and safety,
- briefing sessions or papers on significant events, change to legal requirements,
- formal or informal health and safety training, and
- submission of key performance indicators.

7.2 Principal and Vice-Chancellor

The Principal and Vice-Chancellor has delegated authority from the Court for the delivery and performance management of this Health and Safety Policy.

The Principal and Vice-Chancellor shall ensure that arrangements are in place to: -

- implement and endorse this policy as a visible demonstration of ownership, and communicate its values;
- agree how this policy will be measured, monitored and reported through the setting of appropriate key performance indicators and review such performance data celebrating achievement and taking corrective action where targets are not being met;
- allocate suitable resources for the management of health and safety;

- establish, define membership, appoint a chair and maintain a Health and Safety Committee;
- regularly communicate / meet with the Health and Safety Advisor;
- ensure that an occupational health service is integrated into the health and safety management system;
- determine a health and safety risk profile for the University and agree an appropriate internal auditing program to reflect the profile;
- ensure emergency procedures encompass all relevant risks;
- consider the health and safety implications of strategic decisions such as large projects etc.; and
- review health and safety performance on an annual basis and share such results with staff.

7.3 Senior Leadership Team

The Senior Leadership Team shall support the Principal and Vice-Chancellor by designing, implementing, maintaining and monitoring local safety arrangements and managing risks to protect staff, students, visitors and contractors based upon the University's risk profile and priorities.

Specifically, Senior Leadership Team members shall:-

- confirm that processes are put in place to ensure all activities are appropriately risk assessed and controls implemented;
- ensure responsibilities are delegated and understood for tasks such as risk assessments;
- ensure that all formal School or Department meetings include, as a standing item, health and safety, discussing concerns, development opportunities and successes;
- decide upon health and safety competency and development needs of staff and set training objectives;
- have oversight of any adverse event, investigation or audit;
- recommend a University health and safety internal auditing program based on the health and safety risk profile and priorities;
- respond to audits (internal and external), reports, concerns by recognised trade unions / enforcing authorities and the University's Health and Safety Advisor;
- regularly communicate / meet with the Health and Safety Advisor;
- lead on campaigns to raise health and safety awareness and behavioural change; and
- discuss health and safety issues and performance with direct reports and at performance/development reviews

7.4 Heads of Department and Heads of Division

Heads of Departments & Heads of Division - in association with the EB - shall design, implement, maintain and monitor local safety arrangements and manage risks to protect staff, visitors and contractors. Heads of Departments & Heads of Division, having a clear understanding and oversight of the operations and activities undertaken within their specific specialism (*School or Department*) shall define the most appropriate local safety structures and align / integrate these with the overall strategic direction of the University.

Specifically, Heads of Departments & Heads of Division shall, in relation to their areas of responsibility:

- put in place processes to ensure all activities are appropriately risk assessed, controls implemented and reviewed;
- ensure responsibilities are delegated and understood for tasks such as risk assessments;
- plan arrangements to ensure the health and safety of all persons who may be affected, including contractors, students and visitors;

- agree a health and safety risk register, include appropriate health and safety risks in each School or Department business risk register;
- ensure that induction arrangements include all relevant information for all new starters;
- ensure that all formal School or Department meetings include, as a standing item, health safety and wellbeing, discussing concerns, development opportunities and successes;
- agree health and safety competency and development needs of all staff and set training objectives based upon the QMU Performance Enhancement Policy and Procedures;
- have oversight of any adverse event, investigation or audit;
- assign sufficient resources (competent personnel, with enough time and facilities), including specialist support from occupational health, radiation protection advisors, biosafety specialists etc. where needed;
- have regular communication meetings with the health and safety advisor;
- ensure staff consultation involves all appropriate stakeholders including trade unions representatives and student representatives;
- assess the health and safety impact of new projects at planning stages;
- when purchasing equipment, consider the health and safety requirements/implications - set-up, use, maintenance, inspection & servicing;
- embed health and safety arrangements during procurement of contractors;
- check that all actions and recommendations from health and safety processes e.g. audits and inspections are implemented; and
- consider information from external and internal sources e.g. audits and use the information to review planning and risk management processes.

What to expect from your Health and Safety Advisor: -

- communications about significant events, changes to legal requirements of relevance to Schools / Departments,
- attendance at Health and Safety Committees or other meetings where health and safety is discussed,
- facilitate and advise on the development of a health & safety risk register,
- information about accidents and incidents occurring in each School / Department,
- guidance on how to investigate incidents and health and safety issues,
- action plans and recommendations from investigations,
- advice on management actions and proportionate responses to incidents,
- advice on interpretation of health and safety legislation and best practice,
- training courses or delivery of presentations and information,
- completion of School / Department returns of KPIs, and
- assistance to managers during external audits, inspections, etc.

7.5 Line Managers

Line managers are required to implement and operate local health and safety and direct management arrangements, and to monitor and check their effectiveness.

Specifically, line managers shall, in relation to their area of responsibility:

- implement and operate local health and safety systems and arrangements;
- set reasonable objectives to cover their area of responsibility, including allocation of work on risk assessments based on their Head of Department or Head of Division's plan - ensure risk assessments are undertaken and recorded, and that staff, contractors and students are following all safe systems and control measures, ensuring any new processes are properly risk assessed before implementation;

- take appropriate action when health and safety is likely to be compromised and, if necessary, suspend an activity pending reassessment of the risk;
- develop or use existing communication processes (e.g. team meetings) to keep teams informed, and receive information back from team members;
- plan deployment of resources to achieve health and safety objectives such as training (refer to QMU Performance Enhancement Review Policy and Procedures);
- take and implement direction from the Health and Safety Advisor on matters affecting health and safety;
- provide induction training for all staff and students;
- ensure all new equipment is checked for hazards, and users are trained on safe systems of work and risk control measures;
- keep up to date with health and safety requirements for specific areas of responsibility; and
- have a program for statutory testing of equipment, as required, and ensure this has been carried out.

What to expect from your Health and Safety Advisor: -

- communications about significant events, changes to legal requirements of relevance to a specialism,
- information about accidents and incidents occurring in the School / Department,
- participation in discussions to resolve local health and safety issues,
- action plans and recommendations from investigations,
- advice on management actions and proportionate responses to incidents,
- advice on interpretation of health and safety legislation and best practice,
- training courses or delivery of presentations and information,
- completion of School / Department returns of KPIs, and
- assistance to managers during audits, inspections, etc.

7.6 Supervisory staff

Staff members with supervisory responsibility in a School / Department are expected to operate, monitor and check that the local arrangements and rules are being followed. A critical aspect of this role is to ensure that any concerns with the effectiveness of local health and safety arrangements are communicated to the appropriate person to ensure continual improvement of the health and safety management system.

Supervisory staff shall:

- ensure that they, and those they supervise, understand local safety policy and procedures;
- plan any skill, knowledge or refresher training for themselves and their team, where appropriate, based on Queen Margaret University Performance Enhancement Review Policy and Procedure;
- plan resources and ensure all staff understand what is expected of them;
- ensure staff and students are aware of, and follow, all relevant safe systems;
- ensure visitors and contractors are provided with relevant health and safety information - develop clear and concise procedures and include key safety information in them;
- ensure that they, their team and students, where appropriate, have received induction training and relevant training appropriate to their activities / studies;
- raise any issues of non-conformance through the line-management structure;
- be involved in local workplace inspections and local safety committees, where appropriate;
- provide feedback on health and safety issues;
- ensure all risk assessments have been carried out, are up to date, recorded, and that control measures are effectively implemented and understood; and

- ensure any actions arising from audits and inspections have been completed or to monitor progress.

What to expect from your Health and Safety Advisor: -

- annual reports and / or quarterly reports on health and safety,
- briefing sessions or papers on significant events, change to legal requirements,
- development of a set of HEI KPIs including leading and lagging indicators,
- facilitate and advise on the development of a health & safety risk register,
- contextual information about comparisons with sector norms and statistical information,
- develop a health and safety competency and training framework,
- internal health and safety audits based on an agreed programme, and
- advice on interpretation of health and safety legislation and best practice.

8. Employee / Student Responsibility

Everyone has a responsibility for their own health and safety, as well as that of others who may be affected by their work, research or study and their acts or omissions. Everyone has the right not to proceed with any activity if they feel it poses a danger to their safety or that of others, and they must immediately raise their concerns with their line manager, academic tutor or the Health and Safety Advisor.

Staff and students must:

- take reasonable care of themselves and cooperate with the University on health and safety matters;
- carry out their work, research and study safely and in accordance with this Policy, protocols, local arrangements or any relevant legislation;
- complete and follow the requirements of the risk assessment and implement any identified control measures;
- use local arrangements or tell their academic tutor to report an adverse event (accident, incident, near miss / dangerous occurrence or work-related illness);
- notify their line manager or academic tutor (or HR business partner) if they have a condition affecting their health which may be caused by or made worse by work, study or research activities;
- undertake health and safety training and induction;
- report any faults, damage, unsafe or unhealthy working conditions, practices or equipment, using local arrangements - or to their academic tutor;
- use equipment for its intended purpose;
- not interfere with or misuse anything provided for health and safety;
- on discovering a fire, raise the alarm;
- if emergency alarms sound, leave by the nearest emergency exit
- notify their line manager or academic tutor in advance to set up a Personal Emergency Evacuation Plan (PEEP) if they will need assistance or special arrangements to evacuate;
- not damage the fabric of the building, or connect directly to the services - other than through a standard electrical socket - without prior agreement from the Director of Campus and Commercial Services; and
- bring any breaches of this Policy, protocols or local health and safety arrangements to the attention of their line manager, academic tutor or Health and Safety Advisor.

9. Health and Safety Advisor

The Health and Safety Advisor's role is to help ensure that the health, safety and welfare of members of staff, students and visitors at work/study within the University is not adversely affected by its activities or processes. The Health and Safety Advisor's mission is therefore to assist and advise the Court of Queen Margaret University, and all members of the University community, in ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees and students whilst at work and study, and the safety of authorised visitors and members of the public entering the University's estate. In order to achieve this, the Health and Safety Advisor shall provide appropriate and effective support to facilitate the University's attainment of its core objectives in teaching and research, and hence the University's strategic goals, whilst promoting the highest quality of health and safety practice and continuous improvement across the University's wide spectrum of activities, so meeting all its legal and moral obligations in this regard.

The Health and Safety Advisor, on behalf of the Court, shall have full access to any record, document, person or premises and is authorised to take any reasonable emergency / critical actions thought necessary to ensure the health and safety of all persons, employed, studying or engaging with QMU and for the protection of the physical assets of the University at any time.

10. Audit and Review

Queen Margaret University is committed to reviewing and developing its policy, to ensure that it remains both current and relevant.

The Health and Safety Advisor will ensure a programme of safety audits are undertaken throughout the University to measure the effectiveness of safety measures within specific specialisms and to measure the performance of this policy. The results of such audits, including successes and areas of non-compliance, shall be relayed to the most appropriate senior manager and Health and Safety Committee along with recommended actions. The data obtained by such audits will form the annual report to the Senior Leadership Team and Court.

This Health and Safety Policy will be reviewed every three years by the Health and Safety Committee to ensure that it continues to meet the needs of the University and to recommend any changes considered necessary.