



University of
St Andrews

University Health and Safety Policy

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Purpose	To set out the University's commitment to health, safety and wellbeing, and the organisation and arrangements in place to support it.

Version number	Purpose / changes	Document status	Author of changes, role and School or unit	Date
2.6	Review following Univ H&S Committee 30/10/2025	Approved	C Linton	27/11/2025

- British Sign Language (BSL) users can contact us via the online BSL Video Relay Interpreting Service: <https://contactscotland-bsl.org>
- This document and forms associated with this document are available in an alternative format upon request.
- We encourage employees to access the [Probation webpage](#) to access FAQs regarding the probation process, and download the forms referred to in this policy.

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1 Statement of Intent

The University of St Andrews is committed to complying with health and safety legislation and regulations. We will comply with mandatory requirements and seek to adopt or adapt other good practice to create a safe working environment.

We will require all staff to contribute to successful compliance, and to safeguard their own wellbeing, by taking a responsible and proactive approach to health and safety. Management will support the continuing growth of a positive safety culture, through inclusive discussion, constructive response to concerns, and provision of relevant support and training. We will provide clear governance and leadership, and will clearly define staff roles, encouraging a shared approach to health, safety and wellbeing.

The health and safety implications of business decisions will be reviewed, and we will consult and communicate with key stakeholders about health and safety matters as part of our approach to continuous improvement which will be central to our Health and Safety Management System.

We will commit to following the principles and arrangements set out in this Policy and ancillary policies, which will also be drawn to the attention of other stakeholders such as contractors, University subsidiaries and other occupants of University premises where relevant.

It is recognised that this policy supports excellence in teaching, research and other activities through establishment of a safe and healthy working and living environment, providing staff, students and the public with confidence in the University's approach to their health, safety and welfare.

This Policy will be updated at least once every three years.

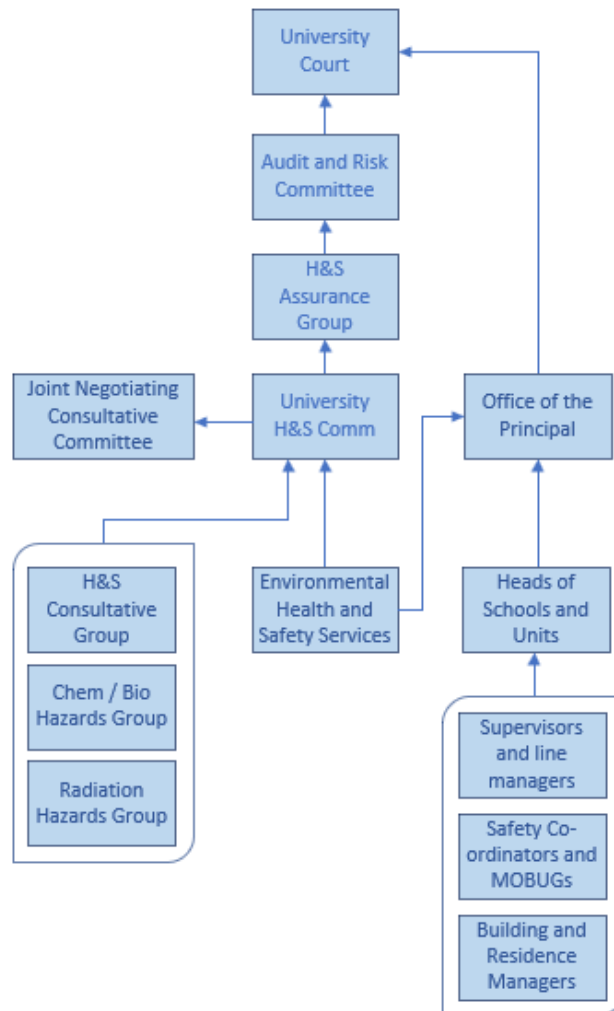
2 Scope

This Policy governs the behaviour of, and is for the benefit of, staff, students, contractors, visitors, other University stakeholders, and anyone who could be affected by our activities.

3 Organisation

Organisational Structure

The diagram below shows the roles and committees which oversee health and safety in the University.



Key health and safety roles within the University are listed below, together with their broad remits. Within this generic policy, these remits are necessarily described at a high level, but further detail is provided within ancillary topic-specific policies, work instructions and guidance. The list is not exhaustive; other roles may acquire health and safety remits, either permanently or temporarily, and remits may vary according to need. Guidance will be given as appropriate.

Both responsibility and accountability are implied in each remit outlined below, and the extent of these depends on the framework and nature of the task and duties. 'Responsibility' is the duty to perform a task, while 'accountability' is being answerable for the outcome of that task. Responsibilities can be delegated, but accountability belongs to the individual and cannot be transferred.

University Court

Has ultimate oversight of health and safety across the institution; ensures effective governance structures are in place; and provides leadership and oversight to ensure health and safety duties are discharged in accordance with policy.

Audit and Risk Committee

Provides independent oversight of the University's risk management and assurance processes, including health and safety risks; reviews audit findings and ensures appropriate action is taken.

Health and Safety Assurance Group

Monitors and reviews the effectiveness of health and safety management systems and controls; provides assurance to the Audit & Risk Committee and Court.

University Health and Safety Committee

Provides strategic direction, oversight and coordination of health and safety matters; reviews performance; considers emerging risks; oversees policy development and implementation.

Joint Negotiating Consultative Committee

Ensures consultation and communication with recognised trade unions on matters including health and safety; facilitates joint working on shared concerns.

Health and Safety Consultative Group

Engage a broad range of stakeholders in health and safety discussions; shares good practice; review implementation of policies and procedures; escalates concerns to the University Health and Safety Committee.

Office of the Principal

Provides visible and proactive leadership for health and safety matters; promotes a positive safety culture; ensures the University's health and safety policy is implemented consistently across all activities; and plays a critical role in allocating resources that facilitate the effective management of health and safety.

Environmental, Health and Safety Services (EHSS)

Acts as the University's competent advisory service under the Management of Health and Safety at Work Regulations; develops and maintains policies, procedures, and training; monitors and audits compliance; investigates incidents and reports findings to senior leadership and committees.

Chemical & Biological Hazards Group / Radiation Hazards Group

Advise on specialist risk areas and technical controls; develop guidance; review incidents and risk trends; escalate significant issues to the H&S Committee.

Other Topic Specialist Groups

Operate in accordance with their Terms of Reference; and may be permanent or short-life, providing consultation, expertise and guidance on specific areas of risk; contributing to development of policies and procedures; escalating issues and recommendations to any standing Committee, School or Unit.

Heads of Schools and Units

Provide effective leadership and oversight for health and safety within their School or Unit; ensure local arrangements reflect University policy; embed risk assessment, training, and communication into day-to-day operations; monitor performance and take corrective action where needed, liaising also with local safety coordinators or other School-based staff whose remit includes health and safety activities.

Safety Coordinators and MOBUG Committees

Support the Head of School/Unit by coordinating local health and safety activities; facilitate communication and implementation of policies and procedures; liaise with EHSS and local stakeholders to resolve issues and monitor progress.

Supervisors and Line Managers

Ensure there are safe systems of work within their allocated areas of oversight; create, review and/or approve risk assessments in cooperation with other staff as appropriate; arrange or provide instruction, training and supervision; ensure those under their supervision understand and follow procedures.

Buildings, Facilities and Residence Managers

Ensure safe operation and maintenance of the physical environment; manage statutory inspections and contractor activities; coordinate with EHSS, Estates and Heads of Unit on local safety issues.

All Staff, Students and Contractors

Follow procedures, complete and abide by training, take care of own and others' safety and contribute to a safe and healthy environment. Identify and report hazards, incidents and near misses, and assist as appropriate in the creation, review and/or approval of risk assessments.

4 Arrangements

The University's Health and Safety Management System underpins all arrangements and is based on the HSE's document HSG65.

The University will establish a series of topic-specific ancillary health and safety policies, work instructions, guidance, local standard operating procedures and handbooks, which will set clear objectives and performance targets. This documentation will clearly set out, on a thematic basis, detailed remits for key staff groups and will underpin the broad roles and remits detailed in this Policy.

We will identify legal requirements, allocate resource to control risk so far as reasonably practicable, and establish a clear vision and roadmap for continuous improvement. Risks will be identified and managed via suitable and sufficient risk assessments, ensuring that hazards are controlled so far as reasonably practicable, implementing safe systems of work and appropriate local procedures as required.

We will provide information, instruction, training, equipment and supervision appropriate to each person's role and level of risk, and encourage reporting of incidents, unsafe conditions, near misses and suggestions for improvement. Reportable incidents, and others where appropriate, will be investigated to identify immediate, underlying and root causes.

Buildings, facilities and equipment will be maintained to standards commensurate with a safe and healthy working environment, and we will undertake regular monitoring, inspections, audits and reviews. Policies will be reviewed at least every three years, or sooner if there are significant changes in law, University activities or established good practice.

As part of our cycle of continuous improvement, we will review and improve where necessary all arrangements, policies, procedures, guidance, risk assessments and safe systems of work. Performance will be measured and reported against clear key performance indicators, and we will undertake benchmarking to inform continuous improvement. We will also seek to use available technology to improve the efficiency and effectiveness of our health and safety activity.

5 Sanctions

Breaches of the Health and Safety Policy and related requirements may result in remedial measures (such as further training and guidance) or in referral through line management and HR processes, depending on circumstances and the severity of the breach.

6 Related documents and regulatory framework

This document is informed by the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other associated regulations, legislation, published guidance and recognised standards, including HSG65. It is supported by a range of ancillary policies, procedures, guidance and work instructions.

7 Contacts

EHSS ehss@st-andrews.ac.uk

8 Version control

Version number	Purpose or changes	Document status	Author of changes, role and School or unit	Date
2.1	Initial draft	Draft	Christine Linton	11 July 2025
2.2	Review	Draft	Christine Linton	30 July 2025
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2.6	2 nd review following Univ H&S Committee 30/10/2025	Draft	Christine Linton	27 November 2025