



University of
St Andrews

University health and safety policy

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University of St Andrews

HEALTH AND SAFETY POLICY

Introduction

Central to the mission of the University of St Andrews is its dedication to excellence in teaching and research. Supporting that academic mission is a commitment to ensure that all staff, students and members of the public affected by University services can pursue their activities in a manner and environment that supports high standards of health, safety and welfare.

To meet this commitment the University recognises not only the importance of providing effective leadership of health and safety, but also the necessity of engaging the workforce and its students in the promotion and achievement of safe and healthy conditions for living and working. The aim is to embrace sensible health and safety practices as a means to achieving maximum benefits from the work experience and the student experience at the University of St Andrews.

In this spirit the following Policy is commended to all members of the University community.



Mr Adrian Greer
**Convener,
Health and Safety Assurance Group**



Professor Sally Mapstone
Principal and Vice-Chancellor

20 February 2017

I. Policy Commitments

1. The University regards the health and safety of staff, students and visitors as an essential part of pursuing its mission of excellence in research and education. 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.
2. The University Court and senior management are committed to the effective delivery of measures to ensure the health and safety of staff, students and visitors. They will empower staff and students to assume responsibility for their own health and safety, and that of others, and to report concerns. They will work with appropriate staff and student representatives, and they will ensure staff and students are provided with access to competent advice, information, instruction, training and supervision as required.
3. The University will maintain effective measures to assess and manage health and safety risks to staff, students, collaborators, stakeholders and any other members of the public who might be affected by its activities. This will be achieved in consultation, or where appropriate negotiation, with staff and student representative associations.
4. The University will ensure the provision of clear management systems, defining roles and responsibilities, for health and safety risks. The University's senior management 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.
5. The University will consult staff and students about their risks at work and about the design and implementation of preventive and protective measures, and, when necessary, about amending current practices.
6. The University will maintain effective measures for planning, organisation, control, monitoring and review of health and safety matters with a view to continuous improvement.
7. This policy will be updated at least every three years.

II. Arrangements

A. Roles and Responsibilities

1. **The University Court.** The University Court, working through its Audit and Risk Committee, has the lead role in considering and approving strategies for health and safety in the University that are put forward by senior management, including the Health and Safety Policy, and it is responsible for ensuring that health and safety arrangements are adequately resourced. The University Court monitors the communication and implementation of health and safety duties and benefits throughout the organisation and is committed to considering the health and safety implications of other strategic University initiatives (such as major development projects). Members of Court will be provided at induction with the current advice on health and safety for governing bodies of higher education institutions and have access to specific health and safety advice as required either from expertise within or outwith the University.
2. **Health and Safety Assurance Group.** The University Court is committed to the integration of health and safety into its main governance structures, particularly in the form of a Health and Safety Assurance Group. Its remit is provided in [Appendix 1](#). This Assurance Group reports to the Court's Audit and Risk Committee, which places health and safety risks firmly within its broader systems of risk monitoring and control. Senior management is accountable to the Court for its management of health and safety risks through this structure. The Convener of the Health and Safety Assurance Group, who is an independent (non-executive) member of Court, is the champion of health and safety issues on Court.

3. **Principal and Vice-Chancellor.** The Principal and Vice-Chancellor is accountable to the University Court for systems and practices that ensure health and safety risks are managed responsibly and proportionately throughout the University.
4. **Senior Management (Members of the Principal's Office) – Collective Responsibility.** Under the authority of the Principal, the University's senior management provides collective leadership and is responsible for the delivery throughout the University's Schools and Units of an effective system for ensuring, so far as is reasonably practicable, the health and safety of staff, students and members of the public. The Principal's Office considers the health and safety implications of its major decisions and when implementing change. They actively monitor health and safety information, ensuring appropriate escalation triggers are in place, and they formally review health and safety performance at least annually, gauging this Policy's continuing reflection of the University's priorities, plans and targets. They employ the line management structure of the University to ensure health, safety and welfare concerns are appropriately managed in all Schools and Units.

5. Senior Managers – Specific Responsibilities

- a. **Quaestor and Factor.** Responsible for the health and safety culture and management practices in the Service Units; all aspects related to the development and maintenance of the estate (including contractor safety); all aspects related to the provision of residential accommodation and catering; and the provision of appropriate levels of resources to meet the University's health and safety commitments.
- b. **Master and Deputy Principal.** Responsible for the health and safety culture and management practices in the Academic Schools.
- c. **Vice-Principal (Research) and Provost.** Responsible for all aspects of health and safety in research. This specifically includes:
 - i. Fieldwork (including staff travel) for research
 - ii. The St Mary's Secure Research Facility
 - iii. Chemical safety
 - iv. Biological safety, including genetic modification
 - v. Radiation and laser safety
- d. **Vice-Principal (Proctor).** Responsible for the health and safety of students (including student travel and placement), and for communication and consultation on health and safety with the student body.
- e. **Vice-Principal (Governance and Planning).** Responsible for compliance with legal and governance standards; the coordination of collective leadership by the Principal's Office (as described at 4. above); governance aspects of health and safety; the interface between institutional and health and safety risks; and the communication and consultation with staff representatives on health and safety.
- f. **Vice-Principal (Enterprise and Engagement).** Responsible for the reputational aspects of health and safety; for off-site student events; student sports; theatre and musical events; and the health and safety aspects of spin-off companies.
- g. **Vice-Principal (International).** Responsible for the health and safety aspects of business travel for recruitment and development.

6. Chief Legal Officer

The line manager of the Director of Environmental, Health and Safety Services, s/he acts as a conduit for presenting new and amended policies (via the Vice-Principal, Governance and Planning) to the Principal's Office. S/he also acts as first point of escalation for emergencies and major incidents (health and safety-related only), and is responsible for liaison and communication on health and safety with the governing body via the Convener of the Health and Safety Assurance Group.

7. Role of Environmental Health and Safety Services

Environmental Health and Safety Services coordinates the administration and implementation of the University's Health and Safety Policy and related policies. It provides competent, objective and useful advice to the University, its governors, managers, staff and students in the disciplines of health and safety, occupational health, institutional risk management, contingency planning, insurance, radiation protection, fire safety and health and safety training. Procedures for implementing new and changed legal requirements are developed by this Unit. In addition it is

custodian of the University health and safety management system and its documentation; it develops general and specific health and safety standards, processes and techniques for approval and adoption by the University and monitors the effectiveness of their implementation; it disseminates information on statutory requirements and sector or institutional guidance; it promotes effective consultation on health and safety matters and investigates incidents or risks of concern; and it escalates significant issues to the Chief Legal Officer.

8. **School and Unit Management.** Heads of Schools and Units have responsibility for the delivery, communication, management and monitoring of health and safety issues within their Schools or Units, assisted as required by Environmental Health and Safety Services. Heads of Schools and Units will establish local health and safety policies and objectives, aligned to the University's strategic objectives for health and safety and proportionate to the risks involved, by adopting institutional processes and requirements relevant to their areas of accountability. On operational health and safety matters affecting a School or Unit, the Head of School or Unit will take the lead in consulting, involving, and communicating with potentially affected staff and students. To support these activities Schools and Units will appoint one or more Health and Safety Coordinators, and will have either a School/Unit Health and Safety Committee or another designated regularly-meeting forum at which local health and safety management can be raised, discussed, monitored and reviewed. Heads of Schools and Units are committed to embedding a continuously improving health and safety culture that ensures standards are met and empowers individuals to take responsibility for health and safety issues as part of their day-to-day activities.

9. **Other Managers and Supervisors**

At any level in the University, staff who have responsibility for managing or supervising other employees, contractors or visitors are responsible for the health and safety of those under their care or control. They have the duty to embed a continuously improving health and safety culture that ensures standards are met and empowers individuals to take responsibility for health and safety issues as part of their day-to-day activities. They also have the duty to ensure that any matters of concern about health and safety are appropriately addressed or escalated to more senior managers.

10. **Those with Responsibility for Students**

Similarly, at any level in the University, staff who have for whatever duration oversight of students or responsibility for their welfare are responsible for the health and safety of those under their care or control. They have a duty to ensure that standards of health and safety are met, that students have been adequately informed and trained in relation to activities that pose potential risks, and that students are made aware of how to raise health and safety concerns in an effective way.

11. **Responsibilities of Employees and Students.** All individuals in the University community have a responsibility for their own health and safety, and for complying with local health and safety policies and procedures. Whilst at work it is the statutory duty of every employee, irrespective of his/her job title or role, and it is the responsibility of every student to:

- take reasonable care for the health and safety of himself/herself and for others who may be affected by his/her behaviours, acts or omissions at work; and to
- neither interfere with nor misuse anything provided in the interests of health, safety or welfare; and to
- co-operate with the University in complying with any requirements or duty imposed under any relevant legislation.

12. **Staff Representatives.** Representatives of the recognised trade unions (representing all University employees) meet regularly with senior management at the Joint Negotiating Committee (JNC). Reporting to the JNC is the Health and Safety Consultative Group. The purpose of this group is to discuss new health and safety policies, procedures, communications, advice and training; to raise health and safety concerns identified by employees; to review the effectiveness of current health and safety management measures through access to relevant documentation; and to report with its recommendations to the JNC which will escalate unresolved concerns to the Health and Safety Assurance Group. The trade union appointed Health and Safety Representatives on the Group may also be involved in health and safety inspections and investigations. Meetings will take place on approximately a quarterly basis. The terms of reference of the Health and Safety Consultative Group are given in [Appendix 2](#).

13. **Student Representatives.** Student sabbatical officers, as elected representatives of the students, have monthly meetings with the Vice-Principal (Proctor) at which health and safety issues can be a discussion item. At least once each semester, these meetings are joined by the Director of Environmental, Health and Safety Services, and health and safety is a discussion item. There is a reciprocal responsibility for the Vice-Principal (Proctor) to consult, and the sabbatical officers to raise concerns on significant health and safety matters at meetings where the Director of Environmental, Health and Safety Services is not scheduled to attend. The sabbatical officers will represent all students to discuss new health and safety policies, procedures, communications, advice and training; to raise health and safety concerns identified by students; and to escalate unresolved concerns to the Health and Safety Assurance Group.

B. Health and Safety Management

14. **Empowerment of University Community.** Environmental Health and Safety Services will support managers, staff and students to attain competencies necessary to assume appropriate levels of responsibility for managing, working and studying safely. This support will include access to competent advice, information, instruction, training, monitoring and supervision as required. Where competent advice on a health and safety matter of significance is not available within the University, it will be obtained externally.
15. **Training.** The University is committed to ensuring that staff and students receive suitable and proportionate training in health and safety matters appropriate to their level of responsibility and to the hazards in their work areas. A separate health and safety training needs analysis, together with a strategy for its delivery, is produced and updated regularly in collaboration with School and Unit management. Senior managers and staff with specific or specialist responsibilities receive appropriate training.
16. **Risk Assessments.** The University is committed to ensuring that there is an appropriate system for identifying, assessing and controlling all significant health and safety risks. Underpinning principles of the risk assessment system are that risks are identified and assessed initially by the person, Unit or School whose activity gives rise to the risk and in consultation with those who may be affected, and that suitable and proportionate control measures are implemented to eliminate or control the risks identified. Risk assessment processes will be independent of the broader institutional risk management mechanisms but aligned to them to ensure suitable recordkeeping and review, responsible and proportionate escalation, and sensible governance. Changes, such as the introduction of new procedures, work processes or products that may have significant consequences for health and safety will be subject to special impact assessments.
17. **Management of Specific Risks.** Three Health and Safety management groups have been established under the authority of the Principal's Office to oversee specific health and safety risks:
- The Chemical and Biological Hazard Management Group. This Group reports to the Principal's Office via the Vice-Principal (Research), is convened by the University Biological Safety Adviser, and includes the University Chemical Safety Adviser. No decisions relating to biological or chemical safety can be taken without the presence of the relevant adviser. The Group is also so constituted as to satisfy the legal requirement for a University Genetic Modification Safety Committee. The Group oversees all policies and procedures relating to hazardous substances, biological agents and genetically modified organisms, ensuring compliance with statutory requirements concerning work with these substances.
 - The Radiation Hazard Management Group. This Group reports to the Principal's Office via the Vice-Principal (Research), is convened by the Director of Environmental, Health and Safety Services, and includes the University Radiation Protection Adviser. The Group oversees all policies and procedures relating to radiation, radioactive substances and the use of lasers, ensuring compliance with the statutory requirements concerning work with these substances and sources.
 - The Fieldwork, Placement and Travel Risk Management Group. This Group consists of the Vice-Principal (Research), the Vice-Principal (Proctor), and the Vice-Principal (International), and includes the Director of Environmental, Health and Safety Services. The Group oversees all policies and procedures relating to fieldwork, placements and travel by University employees and students, and it directly considers cases escalated to it by Schools or Units under these procedures.

18. **Specific Health and Safety Arrangements.** The University's Health and Safety website provides access to policies, systems, procedures and guidance made under the authority of this Policy. Unless otherwise stated all such documents are extensions of this Policy, and all requirements described in those documents should be regarded as requirements of this Policy. These will include new and changed legal requirements as well as other external developments. University plans and procedures in relation to emergency situations are detailed under separate procedures and guidance made under this Policy.
19. **Communication on Health and Safety Issues.** The University is committed to developing open lines of communication whereby any member of the University community can raise concerns without prejudice. The main lines of communication and responsibility for dealing with health and safety issues and concerns raised are outlined in [Appendix 3](#).

C. Monitoring, Reporting and Review

20. **Reporting Incidents.** The University is committed to developing a culture whereby all accidents, incidents, concerns about health and safety, and cases of work-related ill health can be reported without prejudice by any member of the University community. Such reports will be formally logged, investigated as appropriate, followed up to learn lessons and effect improvements, and reported to relevant authorities in good time by a competent, authorised person where there is a statutory duty to do so. Arrangements exist for escalation of such incidents and concerns to a level and with an urgency proportionate to any continuing risk to health and safety. Any health and safety failure which results in or may have caused death or life-threatening injury must be reported to the University Court's Health and Safety Assurance Group as soon as possible. This includes any reports of major failures by contractors.
21. **Annual Health and Safety Reports.** Each School and Unit prepares an annual institutional return of health and safety information for the Master and the Quaestor respectively. This return includes performance against its health and safety plan for the previous year and a checklist on health and safety processes in the School or Unit. An inspection of the workplace is also required at least annually, with outcomes recorded in institutionally-defined format and action points for improvements. The information received is summarised in appendices to the Annual Health and Safety Report to the University Court (see 25. below), and is reviewed by the Master and the Quaestor (as appropriate and in conjunction with the Director of Environmental, Health and Safety Services) to provide assurance to the Principal and Vice-Chancellor that the health and safety climate and culture is consistently in line with the aims of this policy.
22. **Detailed Health and Safety Audits.** The University is committed to auditing regularly its standards of managing significant risks to health and safety at both institutional and School/Unit levels. Schools, Units or discrete departments that would not otherwise be audited will be included instead on a schedule of health and safety tours carried out jointly by the Head of the relevant School/Unit and the Director of EHSS. The schedule of audits and tours is arranged by Environmental, Health and Safety Services and agreed by the Health and Safety Assurance Group, which also monitors the results of such audits and reports any major concerns to the Audit and Risk Committee. The audits are planned and carried out according to detailed procedures and protocols made under the authority of this Policy.
23. **Annual Health and Safety Report to the University Court.** After consultation with the University's senior management, the Health and Safety Assurance Group will consider and formally issue an annual report on health and safety to the Audit and Risk Committee for review and onward reporting to the University Court. The Convener of the Health and Safety Assurance Group is also able to report observations and concerns at any time to the Audit and Risk Committee or to Court. In preparation for the annual report the University's performance against appropriate sector benchmark data will be monitored by Environmental, Health and Safety Services and reported to senior

management and to the Health and Safety Assurance Group. Additional monitoring will also include information about preventive measures (such as training), audits, incident data and data on workplace health where this is available.

24. **Workplace Tours for Court Assurance.** The Health and Safety Assurance Group will undertake workplace tours where warranted by the level of potential risk to supplement other forms of audit and monitoring.
25. **Audit and Risk Committee.** A report focusing on major incidents, risks and audits is presented to each meeting of the Audit and Risk Committee.
26. **Court Meetings.** At every meeting of Court, health and safety appears on the agenda as a substantive item, and a report is presented by the Convener of the Health and Safety Assurance Group. This report contains, as a minimum, the effect of any changes or issues on institutional risks.
27. **Annual Court Review.** The University Court's Audit and Risk Committee receives from the Health and Safety Assurance Group an annual Health and Safety Report focusing on significant policy issues, a risk summary, and audits. The conclusions and recommendations of this report inform a formal annual review of health and safety management. This review process should include examining whether the Health and Safety Policy reflects both the University's current priorities and current legislative or statutory requirements, whether risk management and other health and safety systems have been effectively reporting to the relevant Court and management bodies, and whether health and safety shortcomings are being adequately addressed.

APPENDIX 1

Remit and Membership of the Health and Safety Assurance Group of the University Court

1. The Health and Safety Assurance Group comprises:
 - A Convener who is a non-executive member of the University Court
 - The University's Chief Legal Officer

Advisers will be in attendance as required.

2. The primary purpose of the Health and Safety Assurance Group is to ensure that appropriate and effective policies and practices are in place to promote and safeguard the health and safety of all members of the University community and visitors to the University, with due regard to the management of risk. It has the following remit:
 - 2.1 To advise Court through the Audit and Risk Committee on all matters concerning health and safety in the University and ensure appropriate attention is given to the University's legal obligations in relation to health and safety.
 - 2.2 To make recommendations to Court through the Audit and Risk Committee on such actions as are considered necessary to promote the health and safety of employees, students and others within the University.
 - 2.3 To review, at least annually, the Health and Safety Policy Statement of the University Court.
 - 2.4 To receive, comment upon and refer to the Audit and Risk Committee an annual report from the University's Director of Environmental, Health and Safety Services, concerning the management of all areas of Health and Safety at Work including: Occupational Health, Radiation Hazards, Biological and Chemical Hazards and Fire Safety.
 - 2.5 To satisfy itself that suitable and sufficient assessment is made of risks to health and safety and to advise the Audit and Risk Committee, at least annually, of the level of risk identified through the monitoring of health and safety provision.
 - 2.6 To agree the programmes for health and safety audits, to monitor their conduct and to satisfy itself that recommended actions are effectively and efficiently taken.
 - 2.7 To consider any health and safety matter referred to it by a School / Unit, Trade Union Representative or an individual.
 - 2.8 To consider, where necessary, reports from Inspectors of Enforcing Authorities under health and safety legislation, reports from the University's Insurers and Brokers and reports from Trade Union Safety Representatives.
 - 2.9 To consider and agree the setting and measuring of health and safety performance standards.
 - 2.10 To ensure that due regard is given to the health and safety of those with disabilities.
 - 2.11 To satisfy itself that a high standard of health and safety is attained throughout the University and that acceptable levels of performance are sustained.

APPENDIX 2

Purpose, remit, membership and arrangements of the Health and Safety Consultative Group

Purpose

A consultation forum to provide the opportunity for discussion of health and safety issues, and the involvement of trade union Health and Safety Representatives in the development of policies, processes, strategies, procedures and guidance on health and safety-related matters. The Group's purpose is to consider current policy and proposed developments, and to make recommendations to and present proposals to the pre-existing Joint Negotiating Committee.

Remit

The Group will consider the following items at its meetings, where information is relevant and available:

1. **Risk Assessments** – Consider the implications of major changes, e.g. new equipment, technology, working methods and patterns etc. prior to their introduction
2. **Competent Advice** – Consider the arrangements for making appointments as vacancies arise
3. **Accidents** –
 - a. Study accident statistics and trends and recommend areas or topics for further scrutiny
 - b. Consider precautions and remedial action taken pursuant to significant accidents
4. **Absences** – Consider aggregated absence statistics and their reasons
5. **Audits** – Examine health and safety audit reports
6. **Inspections** –
 - a. Consider enforcing authority reports
 - b. Consider TU Health and Safety Representatives' inspection reports, and publicise them
7. **Training** –
 - a. Consider metrics on the effectiveness of training
 - b. Consider the planning and organisation of Health and Safety training
8. **Communication** – Review adequacy of publicity
9. **Safety Rules** – Consider proposals and recommend where they are needed/inadequate

Membership:

Trade Unions	3x TU Safety Reps*
Management	Chair – Director of EHSS HR Representative Secretary – EHSS
Other Attendees (non-voting)	2x Health and Safety Coordinators (on rotation) Ad-hoc advisers (pursuant to agenda)
Total	6

*Trade unions are encouraged to train and appoint formally a Health and Safety Representative. In their absence, or until such time as one is appointed, Unions may send a delegate who is not formally trained.

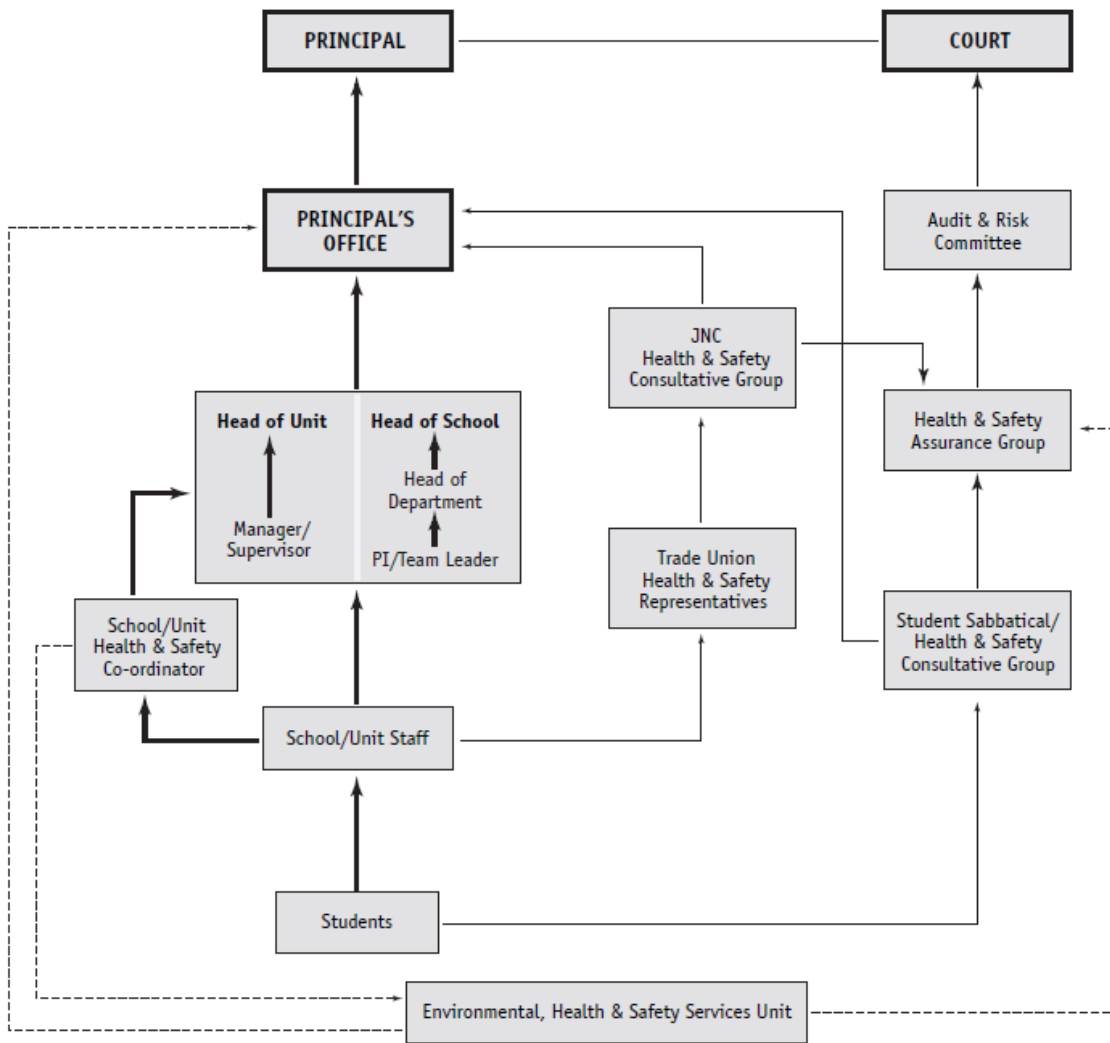
Others may be invited to meetings to speak in an advisory capacity only.

Arrangements

1. Management representatives will not exceed employee representatives on the Group: ad-hoc advisers invited to meetings will not have a say in the recommendations the Group puts forward to the JNC.
2. All members, including the Chair, will have one vote. In the event that a majority agreement on any issue cannot be reached, this will be reported as such: the Chair has no additional casting vote.
3. Meetings will take place at least four times per year; more often as necessary.
4. Dates will be set at least 6 weeks in advance of meetings. These will be publicised to all staff, and written submissions will be invited.
5. Each meeting will include a discussion of risks and issues affecting two discrete parts of the University: the relevant Health and Safety Coordinators will lead each discussion.
6. Papers will be sent to all members at least one week prior to each meeting.

7. In the event of postponement, an alternative date will be set within 6 weeks of the original.
8. Sufficient time will be allowed for the full discussion of all business.
9. Minutes, together with recommendations, will be agreed in draft by the Group prior to presentation at the next Tri-Union Liaison Meeting. Once approved, the minutes and agreed actions will be publicised to staff. Copies will also be sent to:
 - a. Any manager affected by the action list
 - b. All relevant members of the Principal's Office
10. Presentations on issues to the Health and Safety Assurance Group will only be made where it has been agreed by the Health and Safety Consultative Group and the TU Liaison Group that escalation to that forum is necessary.

Appendix 3



University of St Andrews Health & Safety Policy Raising and Resolving Issues

- ← Primary route for raising Health & Safety concerns via line management
- ← If issue difficult to resolve, involve EHSS for advice
- ← Raise issues at any time via staff and student representatives
- ← In the event that issues cannot be resolved, Consultative Groups can escalate to Health & Safety Assurance Group

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