



University of
St Andrews

University health and safety policy

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Health and Safety Policy
Statement of Intent

Central to the mission of the University of St Andrews is its dedication to excellence in teaching and research, and supporting the academic 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 practice to achieve 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.

Signed:
Position:
Date:

Signed:
Position:
Date

In accordance with the requirements of the Health and Safety at Work etc Act 1974, employers are required to publish Health and Safety Policies which:

- Provide a written statement of general intent (Part 1)
- Set out the responsibilities for health and safety (Part 2)
- Set out the arrangements for health and safety (Part 3)

Part 1 - Policy Commitments

1. The University of St Andrews has a statutory obligation to comply with all relevant Health and Safety legislation and, specifically, the provisions of the Health and Safety at Work etc Act 1974.
2. The University is committed to the effective delivery of measures to ensure the health and safety of staff, students and visitors and all those associated with the day-to-day activities of the University, and to ensuring that these activities are conducted safely by targeting resources proportionate to the risks.
3. The University is committed to creating a working environment and culture of universal involvement, where all are encouraged to assume responsibility for their own health and safety and that of others.
4. The University will maintain effective measures to assess and manage health and safety risks to all those who might be affected by its activities, and is invested in the development of robust systems, including management systems, which clearly define roles and responsibilities for health and safety matters.
5. The University will monitor and review health and safety matters with a view to continuous improvement. A comprehensive risk assessment process underpins this approach, to ensure that hazards associated with the University's activities are identified and effectively managed.
6. The procedures and process for the management of risks and hazards will be continuously reviewed and revised through audits and ongoing learning programmes and other appropriate means.
7. Risk Assessments, Workplace Audits, Accident Reports, Training Records, and other relevant sources of information and data pertaining to health and safety matters, will be collected and used to monitor compliance and effectiveness. Such information will also be used to provide the University's senior management with relevant information regarding institutional health and safety performance and any significant health and safety risks, issues and failures.
8. The Health and Safety Assurance Group (HSAG) is responsible for reporting annually to the University Court via the Audit and Risk Committee (ARC). ARC will formally review all Health and Safety reports from HSAG and, where necessary, review any major impact areas currently or potentially affecting risk levels.
9. The University will consult staff, students and recognised Trade Unions about their risks at work and about the design and implementation of preventative and protective measures. Staff and students will be encouraged to be involved and vocal about the challenges they face in their own areas. The University will also provide feedback and reporting on health and safety matters as necessary, to allow continuous improvement of the effective management of risks.
10. We will ensure our collaboration with our management teams, committees, unions and safety representatives remains inclusive, and, where change and diversity need to be managed, the intent will always be to do so in a supportive way.

11. The People Enabling Strategy (one of the five strategies enabling the [University Strategy 2018-2023](#) recognises the existence of wellbeing challenges, and includes the goal of extending our capacity for support while building a culture of care, tolerance and resilience.
12. To align with these aspirations, the health programme element of the Health and Safety Policy is committed to supporting good mental health, managing workplace stress, and improving general wellbeing for our staff and students to ensure a healthy working lifetime at the University.
13. To enable the delivery of our high standards, all staff are always expected to follow health and safety procedures when engaged in University activity, whether at work, at home or whilst travelling or working abroad. It is everyone's duty to ensure their health and safety responsibilities are understood. A summary Health and Safety Training Programme is available to all staff. Staff should request access to the training via their Safety Co-ordinator or directly from EHSS.
14. The Health and Safety Policy will be reviewed at least every three years.

PART 2 – Roles and Responsibilities for Health and Safety

Diagram 1 – Health and Safety Responsibilities



Diagram 1

Identifies the key roles and responsibilities for Health and Safety within the University and fundamental duties in the delivery of this policy.

The University of St Andrews has established a governance and management structure to ensure that specific responsibilities are understood and defined clearly at every level, from strategic to day-to-day decision making. These responsibilities are highlighted below.

Court and Court Committees

The University of St Andrews Court

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).

- a) The University Court will formally review the Annual Health and Safety Report to ensure that all management systems and progress against agreed strategies are being met. The Court will review any highlighted risks, to ensure adequate management focus is placed on priority areas.
- b) The University Court will ensure that health and safety arrangements are adequately resourced, and, in particular, that the Principal's Office has sufficient resources to meet the details of this policy programme and to implement adequate management systems. The Court will be advised by the Audit and Risk Committee (ARC), which has overall responsibility for setting priorities for future strategic health and safety needs.
- c) The University Court will ensure that any potential risks rising from current programmes or external threats are understood and priorities are set to ensure ongoing sustainability. The Court will monitor health and safety strategy in line with all other strategic approaches and determine the implications of any future initiatives in terms of risk and costs.

Audit and Risk Committee

The Audit and Risk Committee (ARC) is responsible for reviewing the adequacy and effectiveness of the University's assessment of strategic risks, risk management, internal control and governance. As such, it provides oversight of health and safety strategies proposed by senior management, including the Health and Safety Policy, and is responsible for ensuring that health and safety arrangements are adequately resourced.

- a) ARC 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.
- b) ARC will review reports from the Health and Safety Assurance Group and determine the progress made against the plan set out in the Annual Health and Safety Report. ARC will report any heightened risks to the University Court and, through HSAG, monitor progress against Health and Safety Key Performance indicators.
- c) ARC can, at any time, challenge current health and safety plans and approaches, and expect to be informed of any updates as appropriate.

ARC will prioritise health and safety management and will receive and discuss an annual assurance report from the Health and Safety Assurance Group and advise Court of any issues of concern. presenting its findings to Court. **THE HEALTH AND SAFETY ASSURANCE GROUP (Draft Remit to be considered at Autumn 2021 meeting)**¹

The Health and Safety Assurance Group

The Health and Safety Assurance Group (HSAG) reports to Court through ARC, although the Convener may raise any issue of concern directly with Court. HSAG's primary purpose is to provide Court with assurance 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 and the University's legal obligations.

HSAG will:

- a) Advise Court, through ARC, on the appropriateness and effectiveness of the management of health and safety in the University, the discharge of the University's legal obligations in relation to health and safety and the

Note: The remit of HSAG will be reviewed during Academic Year 2021/22.

assessment and management of risks relating to Health and Safety. Due regard should be given to the health and safety of people with disabilities and other vulnerable groups.

- b) Make recommendations to Court as appropriate, through ARC, on additional actions considered necessary to promote the health and safety of employees, students, and others within the University.
- c) Monitor progress on the delivery of the University's Health and Safety Policy and Strategy.
- d) Receive, comment upon and refer to ARC, 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.
- e) Consider, on reference from Court or ARC, any matter relating to Health and Safety in the University

The Principal's Office

The Principal's Office sets the overall strategies for the University and, as such, has oversight of the Health and Safety Policy and Strategy, to ensure that the key activities are commensurate with the overarching 5-year strategy. The Principal's Office sets the University's Health and Safety approach and ongoing management programme.

- a) 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.
- b) The Principal's Office has the overriding collective responsibility for determining the budgets and resource made available for the University to meet compliance, duties of care, and statutory requirements.
- c) 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.
- d) The Principal's Office considers the health and safety implications of its major decisions and the implementation of 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.
- e) They employ the line management structure of the University to ensure health, safety and welfare concerns are appropriately managed in all Schools and Units.

Vice Principals

The Principal's Office has overall governance responsibility for the implementation of the health and safety strategy. To ensure this is achieved, specific areas are managed directly by individual members of the Principal's Office, and are as follows:

- a) The Quaestor and Factor is responsible for the health and safety culture and management practices in the Service Units and all aspects of the development and maintenance of the estate (including contractor safety); all aspects of the provision of residential accommodation and catering; and the provision of appropriate levels of resource to meet the University's health and safety commitments. The Quaestor is responsible for wholly owned or partially owned companies which operate independently within the University.
- b) The Master and Deputy Principal is responsible for the health and safety culture and management practices in the Academic Schools.
- c) The Vice-Principal (International Strategy and External Relations) is responsible for the health and safety aspects of business travel and development.
- d) The Vice-Principal (Research and Innovation) is responsible for all aspects of health and safety within research activities across the university. The Vice-Principal (Research and Innovation) will monitor the overall health and safety culture, and audit results within the research facilities to ensure overall compliance with legislation and with local policy and procedure.
- e) The Vice-Principal Education (Proctor) is responsible for the health and safety of students.
- f) The Vice-Principal (Collections, Music, and Digital Content) is responsible for health and safety in libraries, museums, collections and performing art centres.

Vice-Principal Governance (VP Governance)

- a) The VP Governance is responsible for the leadership of health and safety within the University and ensures that the governance requirements are being met.
- b) The EHSS Unit, which covers all aspects of health and safety management, is under the remit of the VP Governance and, as such, it is the VP Governance's responsibility to ensure that all resources are commensurate with an effective health and safety management programme for the University.
- c) The VP Governance provides liaison with the HR Directorate and the recognised campus Trade Unions and is responsible for ensuring that Joint Consultation is appropriately met under the University's duties.
- d) The VP Governance will be the point of contact in any matters which are contrary to policy or procedure and will be the decision maker in determining if any breaches merit disciplinary management.
- e) The VP Governance will ensure that all resources, including funding, are in place to meet current risks. They will also ensure that the resources required to meet compliance are aligned to the strategic needs of the University, so that all reasonably practicable steps are put in place to ensure that the agreed governance levels are achieved and, where necessary, adjusted appropriately.
- f) The VP Governance is the health and safety representative within the Principal's Office, and, as such, is responsible for advising the Principal and their team on all new matters relating to health and safety.
- g) The VP Governance will be advised by the Director of EHSS in ensuring that the ongoing strategic development of health and safety management is appropriate and effective.

Environmental Health and Safety Services

The Director of Environmental Health and Safety Services (EHSS)

- a) The Director of EHSS is responsible for the ongoing management of the EHSS team of advisors for the University. The EHSS team is made up of key personnel in 4 main areas:
 - General Health and Safety Management
 - Health and Safety Training
 - Fire Management
 - Occupational Health
- b) The Director of EHSS will collate and write the information which forms the Annual Health and Safety Report and will update the HSAG Team every 4 months.
- c) The Director of EHSS will liaise directly with all other Directors and Heads of Units to ensure that all aspects of health and safety management are included in day-to-day operational programmes. They will ensure that all strategic goals are communicated, and priorities set and monitored across the University.
- d) The Director of EHSS will co-ordinate, gather and report on key performance indicators from Schools and Units, and will gather and review annual health and safety returns.
- e) The Director of EHSS will ensure that all health and safety related legal audits are carried out on behalf of the University and will report on the outcomes to the HSAG and ARC Committees.
- f) The Director of EHSS will review any apparent shortcomings in governance and will ensure that appropriate action is taken to remedy it and/or report to the VP Governance.
- g) The EHSS team advise the University on all technical health and safety aspects of legal and ethical requirements. As Head of the Department, the Director of EHSS determines the reasonably practicable aspects of all health and safety management controls through the development of policy and guidance.
- h) The Director of EHSS will ensure all Fire Risk Assessments are carried out for all Schools and Units based on the agreed scheduling to meet HMO licensing requirements or Fire Service priorities.
- i) The Director of EHSS will ensure all advisory resources are adequate and in place to deliver a robust health and safety management programme. They will also liaise directly with the Operational Teams to ensure appropriate health and safety support.
- j) The Director of EHSS liaises closely and collaborates with the Risk Manager and with the University's Insurers for specific underwriting and reporting purposes. They will develop risk management programmes to meet any higher risk areas to ensure that insurable risks are minimised, e.g. fire and systems management.
- k) The health and safety of our staff and students is paramount. EHSS will develop procedures and processes for relevant student activities and risk assessments, covering travel, events, working in laboratories and other potentially hazardous activities. The Director of EHSS will set out strategic guidance for staff who support such activities.

- l) The support resource for staff through the Occupational Health team is an open programme of referral and, as such, the resources required to meet our staff programmes will be monitored by the Director of EHSS to ensure availability.
- m) The Director of EHSS ensures training programmes and resources are available for all staff from a legal and strategic priority approach. The Centre for Health and Safety Excellence (CHASE) is the controller of the new online management programme (Essential Skillz), and the Director of EHSS is responsible for ensuring its effective implementation and the ongoing development programme.
- n) The Director of EHSS liaises very closely with all other health and safety related University programmes, and ensures that resources are made available to support the current programmes, e.g. Mental Health, Wellbeing and Emergency Response.
- o) The Director of EHSS is responsible for all EHSS budgetary expenditure and resource plans.
- p) The duty of the Director of EHSS extends to benchmarking best practices in the University sector and cross-function and communication with other HEIs. The University has an active part in delivering cross-functional best practice and liaises closely where national policy is being developed and utilised for the sector.
- q) The Director of EHSS is required to ensure that the University of St Andrews is at the forefront of any joint sector health and safety programmes.
- r) The Director of EHSS will report directly to the VP Governance and HSAG and report any increased risks or deviations if they believe these to be to the detriment of the agreed health and safety plan or approach or if there is evidence of, or a risk of, legal non-compliance. The Director of EHSS will also advise and report to all senior management directly if necessary or imminent danger has been identified as a result of inspection and/or internal reporting.
- s) The Director of EHSS will ensure adequate resource is in place to cover any absences or leave for the purpose of continued adequate health and safety management.

School and Unit Management

Directors and Heads of Schools/Units

- a) Directors and Heads of Schools/Units are deemed to be Duty Holders for the purposes described in the Health and Safety at Work etc Act 1974² and other relevant legislation such as the Fire (Scotland) Act 2005. This means they have specific responsibilities created by Statute for certain health and safety matters, e.g. ensuring policy implementation and the implementation of health and safety management procedures and risk assessments.
- b) The role has primary operational responsibility for day-to-day control and management of all health and safety matters relating to the School or Unit and for the oversight and management of health and safety programmes, measures and controls, compliance and safety standards within individual Schools and Units. Key areas of responsibility include Fire, Training, Emergency Response, and Inspections.
- c) The Director or Head has a specific duty:
 - To complete an Annual Report for their School or Unit for auditing purposes.
 - To carry out 6-monthly fire drills and ensure all team members are included, to ensure compliance.
 - To set up training for inducting new starts and ensure records are kept.
 - To set up a training matrix for health and safety training for their teams.
 - To complete all audits expected, e.g. the 6-monthly fire management audits.
 - To review the results of their Fire Risk Assessment and liaise with Estates to ensure all physical recommendations are being actioned.
 - To set up a Safety Committee in the School or Unit as appropriate to ensure ongoing communication and action planning, and to ensure records are maintained.
 - To ensure all accidents and near misses are reported.
 - To ensure all risk assessments, including fieldwork risk assessments for staff and students, are completed where necessary
 - To sign off on any higher risk travel for staff and students.

² HSWA S.4 refers to a person “who has, to any extent, control of premises”.

- To make themselves aware of all policy and guidance for health and safety within the University's Governance Zone.
- To allocate adequate resource to meet these duties by facilitating support through Safety Co-ordinators or Building/Health and Safety Managers.
- To liaise with the EHSS team to ensure ongoing compliance and ensure clear support is in place to meet ongoing governance programmes.

Buildings with multiple occupancy

Although many buildings house a range of academic, research and services staff, there remains a requirement for the occupants to comply with the agreed procedures set out for a building with multiple occupancy.

The relevant Heads of Schools and/or Directors of Units will confer to ensure that buildings where several departments are located, form a Building Safety Committee with named leadership identified by all parties and adequate opportunities for representation from all occupying Schools/Units. This group will produce the procedures for the management of health and safety within the common areas/facilities, and will be responsible for managing and recording the health and safety of the common areas of the building e.g. testing the fire alarm.

The group will report to the School or Unit to which the group leader belongs, to confirm that its responsibilities are being discharged.

School or Unit Health and Safety Manager/Building Manager

- a) Some Schools and Units have a full-time Health and Safety resource whereby responsibilities are managed through the School/Unit directly. School Health and Safety and Building Managers have a direct collaboration with the EHSS team who set Policy and Guidance.
- b) The School/Unit resource is in place to ensure that all building works, laboratory works and specific risk management is resourced and risk management systems are in place to back up the local controls.
- c) The School/Unit Health and Safety / Building Manager will set up the priorities and resource programmes alongside the Director or Head to deliver health and safety management.
- d) Where this full-time resource is in place, the localised procedures, audits and guidance will be developed into training for all staff and students to ensure all competencies are up to date.
- e) This role supports the Director or Head directly and will operate on behalf of the Director or Head in delivering the School/Unit Health and Safety Programmes.
- f) Where specialised health and safety requirements are necessary, e.g., chemical, radiation or laser management, the School/Unit Manager and Health and Safety Co-ordinator will be responsible for implementing the EHSS specialist control programmes.

Safety Co-Ordinator

- a) All Schools and Units are encouraged to have a Safety Co-ordinator who is the main EHSS liaison within the School or Unit, working alongside EHSS and applying policy and guidance for their own teams. This will be fully resourced by the Director/Head of the School/Unit. Technical support and training will be provided by EHSS.
- b) The Safety Co-ordinator will advise the team and Director/Head of School/Unit of ongoing issues and current management programme development.
- c) They will work alongside all other School/Unit Safety Co-ordinators to ensure cultural management across the University is understood.
- d) The Safety Co-ordinator will represent their teams in all matters associated with health and safety and relay any issues or shortcomings wherever necessary.
- e) The Safety Co-ordinator will ensure their own competence levels are kept up to date and work alongside the EHSS Team to develop internal skills and training programmes.

- f) Safety Co-ordinators will ensure the School/Unit Fire Audit is completed every 6 months and assist with other audits as required.
- g) Where appropriate, the Safety Co-ordinator will ensure that a Safety Committee, which meets regularly, is in place for their School/Unit. This may not be needed for small Schools/Units, in which case the Safety Co-ordinator will arrange regular opportunities for staff to raise and discuss health and safety concerns.

School/Unit Manager (only in place in specific Schools or Units), or Delegate of Head of School

- a) The School/Unit Manager role is not present in every area of the University. Where there is no School/Unit Manager, the Head of School may delegate responsibility to another named individual.
- b) The School/Unit Manager or individual nominated by the Head of School is directly responsible for all staff, students, and visitors to their School/Unit. The day-to-day control of any workspaces and teaching facilities must be kept safe and the Manager/Delegate sets the standards being achieved.
- c) The School/Unit Manager or individual nominated by the Head of School is responsible for ensuring that adequate supervision is always in place within their control.
- d) At any level within the University, staff who have responsibility for managing or supervising other employees, students, contractors, or visitors are responsible for the health and safety of those under their care or control. They will have a duty to ensure that University policies and guidance are complied with, as well as ensuring that suitable and sufficient risk assessments have been carried out and implemented.
- e) The School/Unit Manager or individual nominated by the Head also has a duty to ensure that any health and safety concerns are appropriately addressed or escalated to more senior managers, or, if necessary, to the Director of EHSS.

Other staff

Supervisors

- a) Staff who have 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 University health and safety policies and guidance are being met.
- b) Supervisors must ensure 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.
- c) Supervisors will keep management informed of deviations from policy or guidance, or situations in which health and safety standards are difficult to maintain.
- d) Both Supervisors and the Manager/Delegate (see above) should involve themselves whenever appropriate in the School/Unit Safety Committee meetings to ensure that day-to-day issues and progress are being shared.
- e) Where necessary, self-auditing of health and safety matters should be conducted by the Supervisors and records maintained.

All staff

- a) All staff working within the University community have a responsibility for their own health and safety.
- b) All staff must comply 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, to ensure that they do not deviate from any health and safety instruction given.
- c) Staff must take reasonable care for the health and safety of themselves and of others who may be affected by their behaviours, acts, or omissions at work.
- d) Staff must not interfere with, or misuse, anything provided in the interests of health, safety or welfare.
- e) Staff must co-operate with the University in complying with any requirements or duty imposed under any relevant legislation.
- f) It is also the responsibility of all staff and students to inform their managers/supervisors of any hazards which they believe are not properly controlled. The process for doing this is:
 - To inform their immediate supervisor/manager

- If there is no satisfaction, then to inform their Head of School/Unit
- If there is still no satisfaction, then to inform the Director of EHSS. Where staff are concerned about raising such a matter within their School/Unit, they may raise the matter directly with the Director of EHSS, who will treat the issue confidentially.

Students

- a) All students working within the University community have a responsibility for their own health and safety.
- b) All students must comply with local health and safety policies and procedures. It is the statutory duty of every student to ensure they do not deviate from any health and safety instruction given.
- c) Students must take reasonable care for the health and safety of themselves and of others who may be affected by their behaviours, acts, or omissions at university.
- d) Students must not interfere with, or misuse, anything provided in the interests of health, safety or welfare.
- e) Students must co-operate with the University in complying with any requirements or duty imposed under any relevant legislation.
- f) It is also the responsibility of all students to inform their supervisors of any hazards which they believe are not properly controlled. The process for doing this is:
 - To inform their immediate supervisor
 - If there is no satisfaction, then to inform their Head of School
 - If there is still no satisfaction, then to inform the Director of EHSS. Where students are concerned about raising such a matter within their School, they may raise the matter directly with the Director of EHSS, who will treat the issue confidentially.
- g) Students have a specific duty to follow any instruction given to them by University Staff if health and safety rules need to be implemented. Day-to-day conditions can change, and staff are best placed to inform students if the environment they are entering, or in which they are working, requires additional health and safety information.
- h) Students must not misuse safety systems designed to protect buildings and escape routes. All fire protection equipment is in place to deal with emergency controls and must not be interfered with.
- i) The University is a multi-faceted environment, and specific hazards are controlled through the risk assessment process. Students must make themselves aware of all hazards and risk control measures for their study and working spaces.
- j) Students are expected to complete a Risk Assessment for any Fieldwork or Travel prior to going ahead. Where risks are higher, this must be signed off by their Supervisor and Head of School. Students should be prepared to assess their travel plans, destination, modes of transport, communication, and health conditions to ensure safety controls are understood and agreed prior to travel commencing.

Staff Representatives

Safety Representatives

- a) Safety Representatives of the recognised trade unions, UCU, UNITE and UNISON (representing all University employees) meet regularly with senior management at the Joint Negotiating Consultative Committee (JNCC). Safety Representatives have the right to see specific University health and safety documentation under the Safety Representatives and Safety Committee Regulations 1977.
- b) The Health and Safety Consultative Group consists of the Union Safety Representatives and members of EHSS and Human Resources. This group meets on a 4-monthly basis, or as deemed necessary. The group's purpose is to discuss new health and safety policies, procedures, communications, advice and training, and to raise health and safety concerns identified by employees. The group also reviews the effectiveness of the current health and safety management measures through access and sharing of relevant documentation. The Health and Safety Consultative Group reports its recommendations to the Health and Safety Assurance Group. Any issues unresolved by the Health and Safety Consultative Group can be raised at the next JNCC meeting.
- c) The Union Safety Representatives on the Health and Safety Consultative Group may also be involved in independent health and safety inspections and investigations.

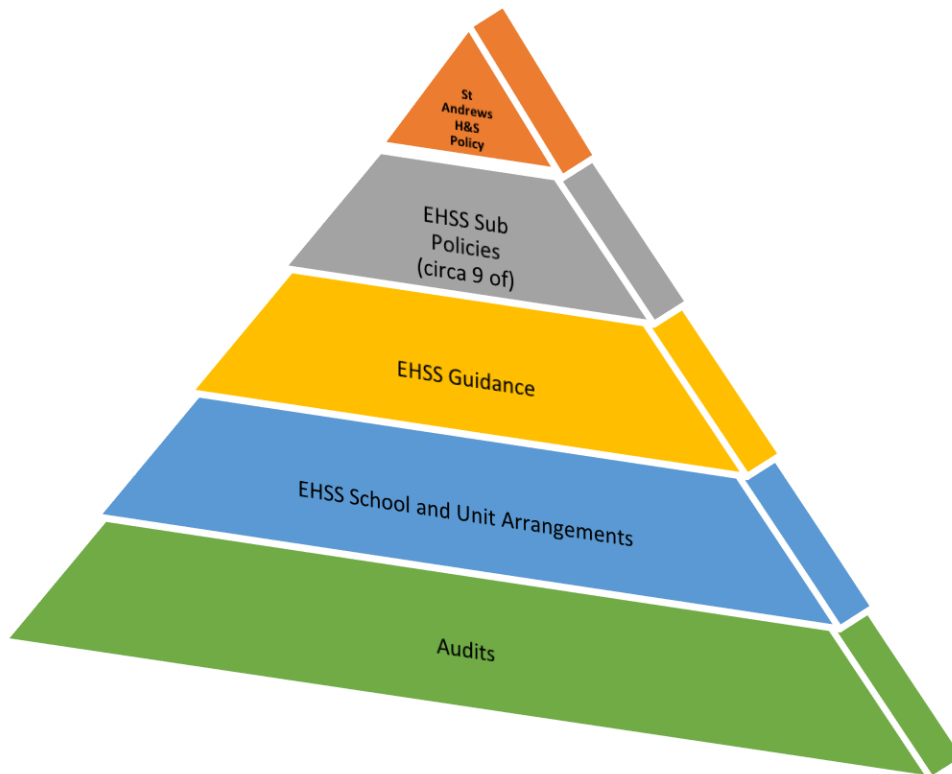
- d) The University is committed to liaising with our Unions in a collaborative approach to health and safety. Union Safety Representatives will be part of any major change programmes concerning health and safety management.
- e) All Union Safety Representatives must be able to demonstrate competence and qualifications in health and safety management. This would normally be supported by training supplied by the Unions.

The roles identified above sometimes have responsibility for high-risk areas such as radiation and legionella. These may require specific control measures in order to meet governance and compliance standards. EHSS provides legal and practical guidance for managing these controls.

The list of roles above is not exhaustive, and other staff may have responsibility for some aspects of health and safety within their School/Unit. EHSS will provide training and support as required.

PART 3 - Arrangements

The arrangements of the University for the management of health and safety are built on the Pyramid Model below:



The model establishes a hierarchical approach with the Health and Safety Policy at the pinnacle as the key driver, enabling a single system of Sub-Policies, Guidance, Local Arrangements and our Audit Programme to work together. All relevant policies are cited below, and can be found in the University's [Governance Zone](#) and [EHSS Publications](#) webpage.

The Strategic Categories are explained below.

The University of St Andrews Health and Safety Policy

The Policy is set out in 3 stages:

- 1) Policy Statement
- 2) Roles and Responsibilities
- 3) Arrangements

The purpose of the policy is to guide all employees on Health and Safety priorities over the next 3 years, and to set out the required standards expected under the Health and Safety at Work etc Act 1974. The policy statement is signed by the Vice Principal Governance and the Health and Safety Assurance Group Convenor.

Sub-Policies

The Sub-Policies have been created to show the specific risk control measures and management systems being used for 8 key risk areas:

- Incident Reporting and Investigation
- Risk Assessments
- Health and Safety Training
- Fire Safety
- Local Rules for Work with Ionising Radiations
- Fieldwork / Placement/ Travel

- Occupational Health
- Contractors

All Sub-Policies will be reviewed through the Governance Zone via the Principal's Office, and will replace the previous 43 policies covering the Health and Safety Management System. All previous guidance will still be held in the following Guidance Section. The Sub-Policies, alongside the main Health and Safety Policy, are now set for review within the sign-off procedures set up in the Governance Zone, and will be reviewed as part of the 3-year cycle.

Guidance

Guidance is set out where greater scope is needed to communicate specific requirements, best practice and compliance with statutory and civil duties of care. These can be found in the Governance Zone, and, in some cases, it is specific to Schools or Units with unique requirements. All Guidance is set as best practice, and has been checked against current statutory requirements and sector guidances.

School and Unit Arrangements

Schools and Units usually have specific health and safety risks, which may vary from one School/Unit to another, and are controlled via local operating procedures. The Safety Co-ordinators advise on controls and procedures, and represent their Head or Director in some health and safety matters. Each School/Unit must ensure that controls meet all policy and guidance requirements, and that health and safety management is adequately resourced. All staff training records must be kept up to date, and an Annual Health and Safety Training Needs Analysis Matrix must be established to ensure compliance.

Audits

Key audits, ranging from fire safety to visual display and workstation setup, are a fundamental aspect of our management system. They give assurances that our systems are working and that we are legally compliant. Audit programme cycles may vary, but in all cases, Schools and Units are expected to complete the audits and take responsibility for the closure of actions identified.

Audits supply key performance indicators (see section below) which are used for demonstrating performance and are recorded in the Health and Safety Annual Report supplied to The Audit and Risk Committee and the Health and Safety Assurance Group.

Audits will be used to demonstrate compliance with HSG65, the HSE's Guidance for Management Systems.

[Key Performance Indicators](#)

The Audit programmes deliver reports which capture ongoing performance in specific disciplines such as:

- Fire Management
- Accidents and Incidents
- Training
- Health and Safety Management
- Occupational Health through absences

For each of the disciplines, key performance indicators have been set and are used to drive improvements via action plans and recommendations. The development of numeric results will form part of the Health and Safety Management System and will also form part of the priority management programme set annually. Indicators will be gathered quarterly, 6-monthly and annually, and shared across the University and used to benchmark current trends within the HEI sector. Indicators will be used to set improvement programmes for the University of St Andrews.

Sub-Policy links

Appendix 1, below, provides links to the Sub-Policies. The main Health and Safety Policy, and all Sub-Policies, will be reviewed on a 3 yearly basis. All Guidance and local arrangements can be updated at any time, without formal review, and will continue as 'current' versions within the University's Governance Zone.

Appendix 1 - Sub-Policies and related links

Accidents, Incidents and Near Misses

- [Incident, accident and near miss reporting and investigation policy and guidance](#)

Risk Assessments

- [General risk assessment policy](#)
- [General risk assessment guidance](#)

Health and Safety Training

- [Health and safety training policy](#)
- [Health and safety training guidance](#)
- [Universal link to EssentialSkillz online training](#)
- [Centre for Health and Safety Excellence](#)

Fire Safety

- [Fire safety policy](#)
- [Fire safety guidance for managers](#)
- [Fire safety guidance for staff and students](#)

Ionising Radiation Sub Policy

- [Working with ionising radiation](#)

Fieldwork / Placement/ Travel (policy awaiting publication)

- [Course: Guidance on Travel and Fieldwork Risk Assessments \(st-andrews.ac.uk\)](#)
- [Course: Travel Risk Assessment \(Coronavirus Infection Risk\) Guidance 2020 \(st-andrews.ac.uk\)](#)
- [Travel and Fieldwork Risk Assessment Form](#)

Legionella (policy and guidance awaiting publication)

Occupational Health

- To be fully redeveloped

Contractors

- To be fully redeveloped

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
v1.0	Revised	Draft	Paul Szawlowski	21/06/2019
v1.2	Reviewed	Approved	Paul Szawlowski	11/12/2020
v1.3	Revised document	Approved	Paul Szawlowski	26/01/2021
v2.0	Rewritten document	Approved	Hugh Graham, Director of EHSS	19/11/2021
v2.1	Reformatted for accessibility	Draft	Dan Marshall, Analyst and Policy Developer EHSS	01/09/2023