

**Health, Safety and Wellbeing Policy –**

**Roles, Responsibilities and Arrangements**

1. **Introduction**The University is committed to protecting the health, safety and welfare of our staff and others who are affected by our activities including students, visitors and contractors.

Taking into account the requirements of the Health and Safety at Work Act 1974 and associated legislation, the University has a Health, Safety and Wellbeing Policy Statement that sets out how it will meet its legal responsibilities.

This document expands on the Policy Statement to outline the organisation and arrangements which the University Court has established to put the policy into effect at each level of the organisation.

An Equality Impact Assessment has been completed and can be found in Appendix 1

1. **Roles and Responsibilities**Executive members and Heads of Professional Support Departments should be guided by the requirements of the USHA Guidance ‘Leadership and management of health and safety in higher education institutions’.
	1. **University Court**

The University Court is the governing body and as the employer has ultimate legal responsibility for the health and safety of staff and others who are affected by our activities including students, visitors and contractors. It is responsible for approving the University’s overall strategic direction and exercising general oversight of the University’s performance and development including health and safety.

The People Committee is a Standing Committee of the University Court. The Committee considers and reports to Court on the People Strategy, Equality and Diversity and Health, Safety and Wellbeing and where applicable, makes recommendations on matters relating to the Health, Safety and Wellbeing Policy and its implementation.

The University Court will, through the People Committee:

* Assure itself that there is a written Health, Safety and Wellbeing Policy in which management responsibility for health and safety is clearly allocated at all levels
* Agree the University’s strategic approach to implement the Health, Safety and Wellbeing Policy and supporting plans and that appropriate arrangements are in place for developing, maintaining and improving the health and safety management system
* Receive and consider twice yearly health and safety performance reports, both strategic and operational, to evaluate and monitor the health and safety performance of the University
* Assure itself that arrangements are in place for consultation with staff, students and recognised Trade Unions
* Assure itself that the necessary Occupational Health arrangements are in place to cover the relevant statutory requirements
* Assure itself that the necessary arrangements are in place to support positive staff health and wellbeing

Further details on the University Governance arrangements, including the Terms of Reference for

the University People Committee can be found on the University Governance webpage.

* 1. **The Principal and Vice-Chancellor**

The Principal and Vice-Chancellor acts in the role of the chief executive officer of the University, accountable to the Court with operational responsibility for compliance with relevant statutory health and safety legislation and for ensuring the Health, Safety and Wellbeing Policy is put into practice.

The Principal is responsible for the implementation of the Policy on behalf of the University Court and the members of the Principal’s Executive Board will drive the operational implementation of this and the associated procedures and arrangements through their areas of responsibility and control. The Chief Operating Officer and VP People and Student Wellbeing have devolved, shared responsibility to oversee this process.

* 1. **Chief Operating Officer**

 The Chief Operating Officer is responsible for championing safety and is directly responsible for:

* Chairing the University’s Health, Safety and Wellbeing Committee
* Collaborating closely with the VP People and Student Wellbeing on all health, safety and wellbeing matters
* Ensuring, through the Director of Estates, that comprehensive arrangements are in place for the management of the University estates including the physical safety of the campuses, buildings and property owned or under the control of the University and that arrangements are in place for the management of associated risks, including regular inspections and management of contractors
* Ensuring, through the Director of Estates, that comprehensive arrangements are in place for Fire Safety Management, Security Management and Business Continuity Planning.
* Liaising directly with the University Health and Safety Advisor and Estates Safety and Compliance Officer on health and safety matters at regular intervals
* Ensuring that health and safety performance is measured and reported
* Providing personal visible leadership
	1. **VP People and Student Wellbeing**

The VP People and Student Wellbeing is responsible for championing safety and is directly responsible for:

* Acting as Vice – Chair of the University’s Health, Safety and Wellbeing Committee
* Collaborating closely with the Chief Operating Officer on all health, safety and wellbeing matters
* Reviewing the effectiveness of the Health and Safety management system, including the Health, Safety and Wellbeing Policy, associated arrangements and procedures to enable the University to manage and control risk and progressively improve standards
* Ensuring that health and safety performance is measured with a twice yearly health and safety report submitted to the People Committee, University Health, Safety and Wellbeing Committee and Executive Board to evaluate, monitor, review and continually improve the health, safety and wellbeing performance of the University
* Liaising directly with the University Health and Safety Advisor on health and safety matters at regular intervals
* Appointing relevant competent health and safety advisors as appropriate to the nature and complexity of the University activities
* Ensuring that health, safety and wellbeing objectives are integrated into relevant business decisions at a senior management level as appropriate
* Providing personal visible leadership in health and safety management
	1. **University Executive Board and Executive Members**

The University Executive Board members have collective and individual responsibilities to continually strive to prevent accidents and ensure that health, safety and wellbeing implications are considered and included in the University’s strategic and business decisions, and within their own areas of responsibility and control.

Executive Members must, within their own areas of responsibility and control:

1. Ensure that the health and safety responsibility of managers is clearly defined and fulfilled at all levels
2. Monitor and review the local health and safety arrangements and procedures for the management of health and safety
3. Ensure that appropriate arrangements are in place for developing, maintaining and improving the health and safety management system and for maintaining awareness of relevant legislation, standards and codes of practice
4. Ensure that adequate arrangements are in place to support positive staff health and wellbeing through good management practice and support for staff
5. Ensure that health and safety performance is monitored and reviewed with the Deans of Schools, Directors and Heads of Department they are responsible for through Senior Management Group meetings
6. Ensure that staff are competent to carry out their duties by providing the necessary information, instruction, training or supervision
7. Access and consider health and safety advice from the central University Health and Safety Advisor, other specialist Advisors and/or local health and safety co-ordinators/champions as appropriate
8. Provide personal visible leadership in health and safety management

The VP People and Student Wellbeing and Chief Operating Officer (section 2.2) are also responsible, within their areas of oversight, for keeping the Principal and Executive Board members informed of and alert to relevant health and safety issues, including wellbeing at regular intervals.

* 1. **Deans of Schools, Directors, Heads of Professional Support Departments and Managers**

Deans of Schools, Directors, Heads of Professional Support Departments and Managers must, within their own areas of responsibility and control:

1. Ensure that the requirements of this policy are augmented by a written policy statement of the local arrangements for the management of health and safety based on University requirements and an assessment of the risks related to the relevant work activities
2. Clearly define health and safety arrangements for the local management of health and safety including developing, maintaining and improving the health and safety management system and for maintaining awareness of relevant legislation, standards and codes of practice
3. Ensure that a clear framework of standards, procedures, and systems exist and are employed to comply with the requirements of this policy document and associated procedures and arrangements
4. Establish local health and safety consultative arrangements
5. Define health and safety performance standards, take remedial action where necessary and establish monitoring procedures for the implementation of health and safety matters
6. Ensure that adequate arrangements are in place to support positive health and wellbeing through good management practice and support for staff
7. Ensure that sufficient members of staff are nominated as fire wardens to assist in the evacuation of their School/Service/Department during normal office hours and ensure that they undertake fire warden refresher training as required
8. Ensure that a PEEP (Personal Emergency Evacuation Plan) has been carried out for any staff/students in their department that require assistance to evacuate in an emergency[[1]](#footnote-1).
9. Provide the necessary information, instruction, training and supervision
10. Access and consider health and safety advice from the central University Health and Safety Advisor, other specialist Advisors and/or local health and safety co-ordinators/champions as appropriate
11. Ensure that health and safety standards are complied with and staff and students are kept fully informed of health and safety issues
12. Ensure the relevant School and Professional Support Department co-ordinator, champion or management representative attends any relevant University Health and Safety meetings/forums to enable the sharing of best practice and provide continuity to the planning process
13. Provide personal visible leadership in health and safety management
	1. **All Managers**

All managers must, within their own areas of responsibility and control:

1. Be aware of their local health and safety policy, procedures and potential risks in their area of responsibility and control
2. Know the University and local health and safety arrangements, including departmental health and safety co-ordinators/champions, general and specific risk assessors and fire wardens
3. Ensure staff complete the required health and safety training, general and specific risk assessments are conducted, inspections undertaken and accidents/near misses are reported
4. Know where to access further information, advice and support, at a University and local level
* Be aware of the arrangements in place to support staff health and wellbeing and that staff are aware of the support services available

**2.8 Staff**

All staff have a duty, in the course of their work, to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work and are required to co-operate with the University in undertaking its statutory duties. In addition, they must not interfere with or misuse anything that is provided in the interest of health and safety.

* 1. **Others, including students, visitors and contractors**

Any others that may be affected by University activities including students, visitors and contractors are required to co-operate with the University in undertaking its statutory duties and take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. In addition, they must not interfere with or misuse anything that is provided in the interest of health and safety.

1. **University Estate Safety**

**3.1** The Director of Estates is responsible for managing the University estates, buildings and property owned or under the control of the University and for managing associated risks. This includes advising the Principal and the Court.

**3.2** The Estates Safety and Compliance Officer is responsible for assisting the Director of Estates and their senior management group to ensure it can meet its legal requirements in terms of health and safety and to proactively ensure compliance, in particular with respect to asbestos and contractors. The Compliance Officer can stop any work activity related to the physical safety of the campus and buildings where a hazardous condition exists. In such cases, the matter must be reported to the Chief Operating Officer or VP People and Student Wellbeing as appropriate. The Officer will report to the Director of Estates and will be the primary point of contact with the University Health and Safety Advisor. Further details can be found in section 4.2.

1. **University Health, Safety and Wellbeing Advice**

**4.1 University Health and Safety Advisor**

 The University Health and Safety Advisor is responsible for advising on relevant legislation and providing professional advice on matters of general health and safety. This includes advising the Principal and the Court on the strategy and formulation of its Safety, Health and Wellbeing Policy. The Advisor reports to the VP People and Student Wellbeing, through the Head of People Services.

 The remit includes the development and annual review of the Health, Safety and Wellbeing Policy and associated arrangements and procedures, advising on the Health and Safety Management system and implementation, managing a programme of Health and Safety audits, ensuring delivery of appropriate staff health and safety training, supporting the Schools and Directorates in the implementation of their local health and safety inspection regimes, producing internal and external health and safety reports, working in liaison with internal and external bodies (e.g. HSE, UCEA ), supporting on health and safety related accidents and reporting to the Health and Safety Executive where required. The University Health and Safety Advisor can stop any work activity within the University where a hazardous condition exists. In such cases, the matter must be reported to the VP People and Student Wellbeing or Chief Operating Officer as appropriate.

**4.2 Estates Safety and Compliance Officer**

The remit of the Estates Safety and Compliance Officer includes monitoring the estates department’s compliance with the University’s Health, Safety and Wellbeing Policy and procedures, developing and maintaining the Directorate’s health and safety policy and procedures, establishing local health and safety training requirements, internal monitoring of estates health and safety compliance and ensuring that all estates accidents and near misses are reported and investigated.

In addition, the Estates Safety and Compliance Officer is responsible for providingestates health and safety advice to the Schools and Professional Support Departments, including fire safety.

**4.3 Other Specialist Advisors**

 The Occupational Health Advisor (People Asset Management Group Ltd) is responsible for advising on relevant legislation and providing professional advice on matters relating to the Occupational Health of staff with particular focus on the effects of health on work and work on health. The remit includes pre-placement health screening, health surveillance, support for sickness absence management including advice on reasonable adjustments, provision of a comprehensive business travel clinic and assistance with health promotion initiatives in support of the University Healthy Working Lives Gold Award.

The Radiation Protection Advisor, (Aberdeen Radiation Protection Services (ARPS)) is responsible for advising on relevant legislation, providing professional advice on matters relating to Radiation and the suitability of radiation procedures in the University. The Radiation Protection Advisor must be consulted on all aspects of equipment, personnel and processes having radiation safety implications. ARPS also act as the Radiation Waste Advisor for the University.

The Laser Safety Advisor is responsible for advising on relevant legislation, providing professional advice on matters relating to Lasers and the suitability of laser procedures in the University. The advisor must be consulted on all aspects of equipment, personnel and processes having laser safety implications.

The Biological Safety Advisor is responsible for advising on relevant legislation, providing professional advice on matters of biology and the suitability of biological safety procedures throughout the University.

**4.4 School and Departmental Health and Safety Advice**

The role of the School/Departmental health and safety co-ordinator/champion is to assist the senior management team in the implementation of appropriate health and safety management. The role is appointed by the School Dean, Director or equivalent. The number of designated co-ordinators/champions will vary depending on its size and level of risk of the relevant School or Department.

The role may include, for example, providing advice on compliance with relevant health and safety legislation, policies and associated arrangements for the local management of health and safety, working closely with the senior management team, staff, local and University health and safety advisors to assist in the implementation of local arrangements.

In addition to these voluntary roles, the School Professional Services (SPS) Health and Safety Advisor, as a member of the Technical Services Team, works with the Head of Technical Services and Technical managers to provide health and safety advice with respect to all activities carried out within the service, including through the facilitation of training, workshops and audits. In addition, the role provides advice and support to the Schools and works in conjunction with the School Health and Safety Co-ordinators/Champions.

**4.5 Other Health and Safety Roles**

 There are a number of different voluntary roles that assist and support the University to meet its legal responsibilities and help to embed a positive safety culture. These roles include Fire Wardens, First Aiders, Risk Assessors, Display Screen Equipment Assessors, Radiation Protection Supervisors, COSHH Assessors and Manual Handling Assessors.

**5. Communication and Consultative Arrangements**

 In addition to the People Committee, the following sections outline the communication and consultative arrangements in place.

**5.1 Health, Safety and Wellbeing Committee**

 The University has a Health, Safety and Wellbeing Committee, chaired by the Chief Operating Officer or nominated deputy and with representation from trade union and management representatives.

 The main remit of the committee is to provide advice and make recommendations to the Executive Board, provide a mechanism for consultation and approve the Annual Health, Safety and Wellbeing Report that will be submitted to the Executive Board and People Committee each year. Terms of Reference can be found in Appendix 2 and on the Health and Safety webpages.

**5.2 Local Health and Safety Committees**

 The University recognises that co-operation is made much more likely by involving staff in planning and reviewing performance, writing procedures and solving problems; and by effective local communications. Schools and Professional Support Departments will have established local health and safety committees and/or arrangements to enable effective two-way communication and includes monitoring, providing advice to their Senior Management Group, developing local procedures, producing reports etc. Minutes of these meetings will be submitted to the relevant Senior Management Group. Significant health and safety issues which cannot be resolved by a local Health and Safety Committee must be referred to the Executive Board member with responsibility for the relevant area.

**6. Health and Safety Management System**

 To facilitate the successful implementation and maintenance of the Health, Safety and Wellbeing Policy the University has chosen to adopt the Health and Safety Management system HSG65: Managing for Health and Safety. The main elements of which are illustrated diagrammatically below.



**7. Third Party Organisations**

 The University has a number of organisations sharing the University premises and as separate business entities, will have access to their own competent advice on health and safety and health and safety policy and arrangements.

Where an organisation is working with the University through a contractual partnership arrangement that involves close cooperation between each party involved then each will have specific responsibilities under health and safety, including line management responsibility for the health and safety of the staff who report to them. The University will ensure that these specific responsibilities are defined as part of the contractual arrangements, including health and safety inspections related to the physical safety of the campus and buildings. Where appropriate, the University will request the organisation produce an annual report as part of the reporting and review arrangements of the University.

Where the University and other organisations work together in a collaborative way, for example, research projects then the University will ensure that a responsible lead is identified to ensure that the project is managed safely.

**Appendix 1**

 **EQUALITY IMPACT ASSESSMENT FORM**

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| **1. DESCRIBE** |
| 1.1. Name of policy/strategy/decision |
| University Health, Safety and Wellbeing Policy |
| 1.2. Owner |
| Chief Operating Officer |
| 1.3. Date |
| 20 September 2021 |
| 1.4. Aims of policy/strategy/decision |
| This policy:* Takes into account the requirements of the Health and Safety at Work Act 1974 and associated legislation.
* The Policy Statement and supporting document on Roles, Responsibilities and arrangements sets out the general policy of Glasgow Caledonian University on health and safety and the organisation and arrangements which the University Court has established to put the policy into effect at each level of the organisation

This policy aims to ensure that all members of the University are aware of their responsibilities in relation to health and safety and to assist them to discharge those responsibilities. |
| 1.5. Who does the policy/strategy/decision affect? |
| Staff, students, visitors and contractors |
| 1.6. Could there be any potential implications for equality, or people with protected characteristics? |
| Supporting our staff and student’s physical and mental health and wellbeing is a strategic priority for the University. We take a proactive, whole institution approach to supporting a positive culture of wellbeing through the implementation of our action plans, cascading of information and resources, and delivery of training and development. As well as aligning with our Common Good mission and Strategy 2030, this supports our obligations under both health and safety and equality legislation.The policy does not explicitly cover specific groups or circumstances – by its very nature, the policy focuses on protecting the health, safety and welfare of *all* staff and students (as well as visitors and contractors) and therefore does not make a distinction.However, in implementing the policy statement, specifically the commitment to ‘protecting the health, safety and wellbeing of our staff, students and others, so far as is reasonably practicable, who are affected by our activities’ the University must ensure that this includes consideration of reasonable adjustments for staff with disabilities. For example, alternative alert systems for staff with hearing or visual impairments; PEEPS (Personal Emergency Evacuation Plan) for staff with physical disabilities. |

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| **2. ASSESS** |
| What are the implications, positive or negative (and evidence for this) of the policy/strategy/decision in relation to GCU’s duty to have due regard to the need to: |
| 2.1. Eliminate unlawful discrimination, harassment and victimisation? |
| The policy is likely to have no impact on this duty as it applies to everyone, regardless of protected characteristic. However, the University must ensure that this blanket approach does not directly or indirectly disadvantage people, for example in their ability to understand or implement the policy. For example, the University should strive to ensure that that the policy is in an accessible format and language so that it is understood. |
| 2.2. Advance equality of opportunity between people who share a protected characteristic and people who do not share it? |
| The policy is likely to have a positive impact on this duty as the principles include promoting positive mental health and wellbeing – mental health is covered as a disability under the Equality Act 2010, and in implementing the policy, its inclusion suggests that the University is adopting a holistic approach to wellbeing. |
| 2.3. Foster good relations between people who share a protected characteristic and those who do not share it? |
| The policy is likely to have a positive impact on this duty as the principles include promoting positive mental health and wellbeing – mental health is covered as a disability under the Equality Act 2010. |

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| **3. ACTION** |
| 3.1. If a negative impact has been identified, how will this be addressed? |
| No negative impact has been identified. However, the monitoring of the implementation of this policy should include feedback on equality and diversity impact. Furthermore, the University should continue to meet its commitment under the Dignity at Work and Study Policy to ensure that staff, students and other stakeholders have an awareness of equality and diversity in fulfilling their respective roles, including mental health awareness. |
| 3.2. If changes have been made to the policy/strategy/decision as a result of this assessment, outline the changes |
| N/A |

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| **4. MONITOR AND REVIEW** |
| 4.1. How will the implementation of the policy/strategy/decision and its impact on equality be monitored and reviewed? |
| The impact of the policy on equality will be monitored and reviewed through the normal governance mechanisms (e.g. committees and groups). It is recommended that these platforms consider equality-related evidence gathered through staff surveys, focus groups etc. to inform the development and implementation of the policy. |

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| **5. PUBLISH** |
| Please email this completed form, along with the policy/strategy and any other relevant information[[2]](#footnote-2) to equality@gcu.ac.uk for publishing on the Equality and Diversity website and annual reporting in line with Equality Act 2010 requirements. |

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| **6. SIGN OFF** |
| 6.1. EIA Owner and Date |
| Susan Mitchell 21.09.21 |
| 6.2. Equality and Diversity Advisor and Date |
| Adrian Lui 21.09.21 |

**Appendix 2**

**Health, Safety and Wellbeing Committee**

**Purpose**

To provide advice and make recommendations to the Executive Board in order to support them on operational and strategic/policy matters and assist them in meeting health and safety requirements.

The Annual Health, Safety and Wellbeing Report, approved by this Committee, will be submitted to the Executive Board and People Committee each year.

**Proposed Terms of Reference**

* Ensure the University develops, implements and maintains suitable and sufficient Safety, Health and Wellbeing Policy and arrangements and Fire Strategy in line with our key risks and statutory and legal requirements
* Monitor the effectiveness of the University’s arrangements for the management of health and safety through reports and information received and make recommendations on improvement
* Consider reports and information on Health, Safety and Wellbeing such as:
	+ Annual Health and Safety Report
	+ Occupational injury and ill-health statistics and trends
	+ Health and safety training
	+ Health and safety audits and inspections
	+ Schools/Departmental issues/plans
	+ Wellbeing plans and activities
	+ Health and Safety inspections and/or enforcement action by relevant enforcing authorities
* Provide a mechanism for the effective consultation with all staff through the Trade Union Health and Safety representatives on matters affecting their health, safety and wellbeing
* Provide a forum for sharing best practice, discussion of issues and dissemination of information
* Monitor the provision and effectiveness of health and safety training
* Monitor health and safety performance to ensure compliance with legislation as a minimum requirement

**Membership**

**Convenor**

Executive member or nominated depute with Executive member in attendance

**Management Representatives**

The Committee will include effective management representation from the following:

* VP People and Student Wellbeing
* Director of Estates
* School Dean – School of Health and Life Sciences
* School Dean – School of Computing, Engineering and Built Environment
* School Dean – Glasgow School for Business and Society
* Academic Registrar – representing all departments

**Employee Representatives**

The Committee will include Trade Union representation as follows:

* UCU appointees (2)
* Unison appointees (2)
* Unite appointee (1)
* EIS appointee (1)

**Advisory Representatives**

Ex-officio specialist advisory members, acting in a purely advisory capacity, as detailed below:

* University Health and Safety Advisor
* Estates Safety and Compliance Officer
* Local Health and Safety Co-ordinator/Advisor (specific/outstanding issues)
* Other competent persons as and when required (Occupational Health Provider, Radiation Protection Supervisor, Biological Safety Advisor etc)
* Other specialist advisors will be invited to attend as appropriate to inform and advise the group. They will include but not be restricted to, for example, staff development, insurance/risk management, information services.

**Frequency of meetings**

The Health, Safety and Wellbeing Committee will meet at least two times a year

**Meeting Arrangements**

* All members to attend the committee meetings or send a suitable nominated representative
* Provide reports to the Committee on agenda items as appropriate
* Where a meeting is cancelled or postponed due to exceptional circumstances, the rearranged date should be communicated as soon as is reasonable to do so
* Provide the members with the agenda and committee papers in advance of the next committee meeting
* Minutes of each meeting will be recorded and made available to the members
* Terms of Reference reviewed and approved by the Committee on an annual basis
* The Chair plus one management representative and two trade union representatives will be required for a quorum
1. Please note that not all disabled persons or people with ‘hidden impairments’ such as a heart condition or epilepsy will ask for a PEEP as they will be confident that they can get out of the building unaided. [↑](#footnote-ref-1)
2. Information or evidence may be removed if it is commercially sensitive or personal information [↑](#footnote-ref-2)