



Safety, Health and Wellbeing Policy

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Safety, Health and Wellbeing Policy

1 Foreword from the Principal



Our staff and students are the University's most precious resource and we are committed to providing a safe and healthy environment for our University Community and those who visit us through commitment at all levels within the University.

Our University has an effective health and safety management system and holds Scotland's Healthy Working Lives Gold Award, but we are not complacent and recognise the need for vigilance and a commitment to improvement on an ongoing basis.

This policy sets out our approach to the management of Safety, Health and Wellbeing and is supported by a comprehensive suite of arrangements and procedures.

Professor Pamela Gillies CBE

BSc, PGCE, MEd, MMedSci, PhD, FRSA, FFPH, FAcSS, Hon FRCPS(Glas), FRSE

Principal and Vice-Chancellor

2 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. The University also recognises the importance of staff wellbeing by promoting positive physical and mental health and wellbeing to ensure that staff can work in a safe, supportive and caring environment.

Taking into account the requirements of the Health and Safety at Work Act 1974 and associated legislation, this document sets out the policy of Glasgow Caledonian University including the organisation and arrangements which the University Court has established to put the policy into effect and as such must be brought to the attention of all staff.

Its primary purpose is 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.

This policy should be considered in relation to the University's health and safety arrangements and procedures and can be viewed on the Health and Safety webpage via the following link <http://www.gcu.ac.uk/healthandsafety/>. All organisational units must also develop and maintain local health and safety arrangements to comply with this policy.

This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

Where minor amendments are found to be necessary, the policy will be revised and circulated to the Executive Board, the JCC Safety Health and Wellbeing Sub-Committee and the University Health and Safety Committee with amendments highlighted for approval. Where more significant amendments are necessary, the policy will be re-drafted and updated through the normal consultation and approval process.

3 Safety, Health and Wellbeing Policy Statement

The University recognises that a high level of commitment to Safety, Health and Wellbeing not only makes good business sense but also benefits the University as a whole. The University is committed to meeting its legal responsibilities as a minimum but will seek to achieve best practice through continual and progressive improvement in health, safety and wellbeing standards to support our activities in education and research.

In undertaking its duties the University will seek to create and promote a supportive workplace culture based on trust, support and mutual respect, where staff are able to talk openly about health and safety, their physical and mental health and report difficulties without fear or discrimination or reprisal.

This will be achieved through the successful implementation and maintenance of this Safety, Health and Wellbeing Policy, facilitated by a recognised Health and Safety Management System, Risk Management practice and accredited wellbeing frameworks such as Scotland's Healthy Working Lives and Business in the Community's Workwell model. To this end, the University aims to achieve the following objectives:-

- Executive members and managers to lead by example on health and safety, ensuring that they fulfil their health and safety responsibilities within their areas of responsibility and control

- Provide adequate levels of resources to support legal requirements and a positive health, safety and wellbeing culture
- To consult with staff and students on matters affecting their health and safety and to consult with Trade Union Representatives on health, safety and wellbeing matters through the JCC¹ Safety, Health and Wellbeing Sub-committee
- To provide the necessary information, instruction and training to staff and others, including temporary staff, to ensure, so far as is reasonably practicable, their health, safety and wellbeing
- To continually strive to prevent accidents by ensuring a recognised health and safety management system is in place and health and safety risks inherent in the activities of the University assessed using the process of risk assessment
- To make arrangements for ensuring, so far as is reasonably practicable, the safe use, handling, storage and transport of articles and substances
- To provide and maintain plant, equipment and systems of work that are, so far as is reasonably practicable, safe and without risks to the health of staff and others who are affected by our activities including students, visitors and contractors
- To ensure that adequate arrangements are in place to provide, so far as is reasonably practicable, a safe and healthy working environment, including appropriate welfare facilities and emergency arrangements
- To ensure that comprehensive arrangements are in place for ensuring 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 contractors
- To ensure that adequate arrangements are in place to promote positive physical and mental health and support staff who are experiencing problems
- To implement and maintain monitoring systems to ensure that all relevant Statutes, Regulations and Approved Codes of Practice are complied with, consider relevant guidance documents, take any additional measures considered appropriate and identify workplace stressors through measures such as the organisational staff survey and HSE² stress management standards
- To make arrangements for the reporting, appropriate investigation and monitoring of accidents, incidents, work-related ill-health and near miss incidents, in order to reduce the incidence of these
- To ensure that adequate arrangements are in place to measure health and safety performance through both active and reactive monitoring systems, including but not limited to, health and safety inspection reports, health surveillance results, accident and near miss incidents and trends
- The University will set and review the health, safety and wellbeing objectives and associated plans on an annual basis to ensure the maintenance and continual improvement of the health and safety arrangements

¹ Joint Consultative Committee

² Health and Safety Executive

- To ensure appropriate arrangements are in place for the effective review and revision of this policy on an annual basis

4 Roles and Responsibilities

Executive members and Heads of Professional Support Departments should be guided by the requirements of the USHA³ Guidance 'Leadership and management of health and safety in higher education institutions'. An organisation chart, showing the Safety, Health and Wellbeing governance structure can be found in Appendix 2.

4.1 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 Health and Safety Committee is a Standing Committee of the University Court. Its membership comprises of lay governors, staff and student governors, the Director of People, the Executive Member responsible for Estates and Facilities. It is chaired by a lay governor. The Committee submits an annual report to Court and makes recommendations on matters relating to the Safety, Health and Wellbeing Policy and its implementation.

The University Court will, through the University Health and Safety Committee:

- Assure itself that there is a written Safety, Health 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 Safety, Health 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 Health and Safety Committee can be found on the University Governance webpage.

4.2 The Principal and Vice-Chancellor

³ University Safety and Health Association

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 this policy is put into practice.

The Principal has appointed the Director of People and the Executive Member responsible for Estates and Facilities as University Health and Safety Directors with specific responsibilities to reflect the organisational structure of the University.

The University Health and Safety Directors are members of the University Health and Safety Committee and are responsible, within their areas of oversight, for keeping the Principal informed of and alert to relevant health and safety issues, including wellbeing at regular intervals.

4.3 Executive Member responsible for Estates and Facilities

The Executive Member responsible for Estates and Facilities is responsible for championing safety in relation to the physical fabric of the University and is directly responsible for:

- o 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
- o Ensuring, through the Head of Campus Services, that comprehensive arrangements are in place for Fire Safety Management, Security Management and Business Continuity Planning.
- o Liaising directly with the Estates Safety and Compliance Officer on health and safety matters at regular intervals and with the University Health and Safety Advisor as appropriate
- o Ensuring that health and safety performance, in relation to the physical fabric of the University, is measured and reports submitted to the Director of People for inclusion with the University health and safety reporting arrangements
- o Providing personal visible leadership

4.4 Director of People

The Director of People is responsible for championing health, safety and wellbeing and for oversight of the health and safety management system across the University.

The Director of People is directly responsible for:

- o Chairing the University Health and Safety Forum and the Safety, Health and Wellbeing Sub-Committee (sub-committee of the Joint Consultative Committee).
- o Reviewing the effectiveness of the Health and Safety management system, including the Safety, Health 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 University Health and Safety 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

4.5 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:

- Ensure that the health and safety responsibility of managers is clearly defined and fulfilled at all levels
- Monitor and review the local health and safety arrangements and procedures for the management of health and safety
- 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
- Ensure that adequate arrangements are in place to support positive staff health and wellbeing through good management practice and support for staff
- 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
- Ensure that twice yearly health and safety reports, including annual plans are received and submitted to the Director of People
- Ensure that staff are competent to carry out their duties by providing the necessary information, instruction, training or supervision
- 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
- Provide personal visible leadership in health and safety management

The University Health and Safety Directors (section 4.3 and 4.4) are responsible, within their areas of oversight, for keeping the Executive Board members informed of and alert to relevant safety and health issues, including wellbeing at regular intervals.

4.6 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:

- 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
- 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
- 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
- Establish local health and safety consultative arrangements
- Define health and safety performance standards, take remedial action where necessary and establish monitoring procedures for the implementation of health and safety matters
- Ensure that adequate arrangements are in place to support positive health and wellbeing through good management practice and support for staff
- Ensure that a twice yearly report, on health and safety performance, is submitted to the relevant Executive Member and the Director of People
- Ensure that staff are competent to carry out their duties by providing the necessary information, instruction, training and supervision
- 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
- Ensure that health and safety standards are complied with and staff and students are kept fully informed of health and safety issues
- Ensure the relevant School and Professional Support Department co-ordinator, champion or management representative attends the University Health and Safety Forum to enable the sharing of best practice and provide continuity to the planning process
- Provide personal visible leadership in health and safety management

4.7 All Managers

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

- Be aware of their local health and safety policy, procedures and potential risks in their area of responsibility and control
- 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
- Ensure staff complete the required health and safety training, general and specific risk assessments are conducted, inspections undertaken and accidents/near misses are reported
- 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

4.8 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.

4.9 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.

5. University Estate Safety

5.1 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.

5.2 The Head of Campus Services is responsible for advice and management of Fire Safety Management, Security Management and Business Continuity Planning, in particular advising on the strategy and formulation of the University Emergency Procedures and Response.

5.3 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 relevant Health and Safety Director. The remit will include monitoring the estates department's compliance with the University's Safety, Health and Wellbeing policy and procedures, developing and maintaining the department'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 accidents and near misses are reported and investigated. The Officer will report to the Director of Estates and will be the primary point of contact with the University Health and Safety Advisor.

6. University Health, Safety and Wellbeing Advice

6.1 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 Director of People.

The remit includes the development and annual review of the Safety, Health 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, UCEA⁴), 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 relevant Health and Safety Director.

6.2 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.

7. Communication and Consultative Arrangements

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

7.1 Health and Safety Forum

The University has a Health and Safety Forum to improve the flow of information within the University. The Forum works in support of the University policy and procedures, sharing best practice, providing continuity to

⁴ Universities and Colleges Employers Association

the planning process, promoting the desired health and safety culture and reporting via the University Executive Board and the University Health and Safety Committee as appropriate.

It is chaired by the Director of People and attended by the chairs of the various School/ Department committees, University Health and Safety Advisor, other specialist advisors where required and trade union representation.

7.2 JCC Safety, Health and Wellbeing Sub-Committee

The University has a JCC Safety, Health and Wellbeing Sub-Committee, which exists to make recommendations to the Joint Consultative Committee and other University Committees. The sub-committee is chaired by the Director of People and attended by two management representatives, one representative from each recognised trade union, the University Health and Safety Advisor, the Estates Safety and Compliance Officer and other specialist advisors as appropriate. The key aim of this sub-committee is to provide a forum for discussion of matters relating to the health, safety and wellbeing of staff at GCU, including discussion to inform policy development; to comment on the effectiveness of current arrangements for managing health and safety; to inform proactive activities aimed at improving the wellbeing of staff and to raise any concerns about day-to-day health and safety conditions.

The University recognises that Safety Representatives may be appointed by a trade union or elected by their peers within the scope of The Safety Representatives and Safety Committees Regulations (SRSCR) 1977 or The Health and Safety (Consultation with Employees) Regulations (HSCER) 1996. In support of this, the University will provide facilities (such as time away from their normal duties, access to information etc.) and assistance as may be necessary to enable safety representatives to carry out their functions.

7.3 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.

8. Health and Safety Management System

To facilitate the successful implementation and maintenance of this 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. Further information can be found in the Management of Health and Safety Procedure (please note that this document is in development).



9. Third Party Organisations

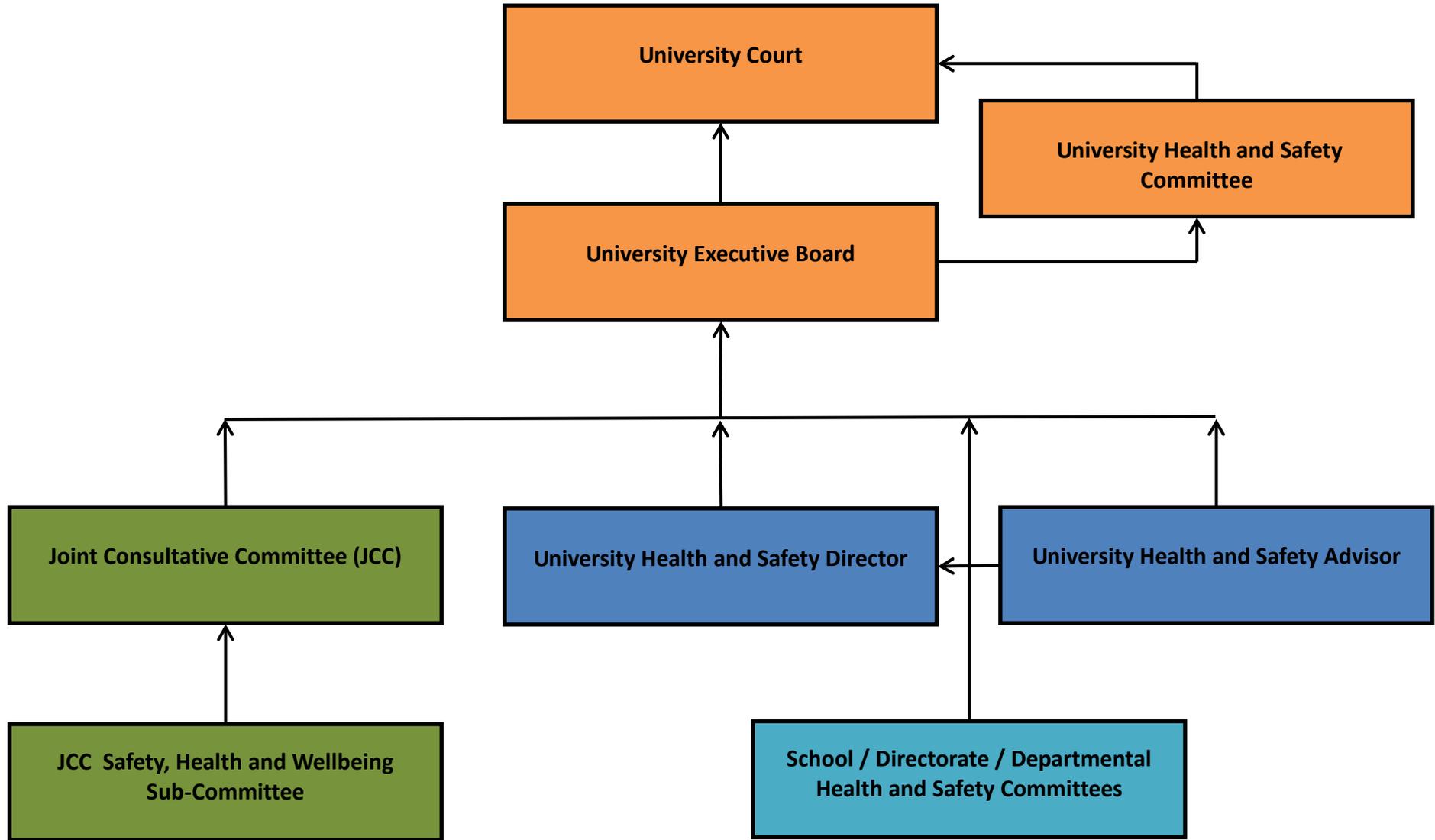
The University has a number of organisations sharing the University premises and as separate business entities, will have access to their own competent advice on health and safety and health and safety policy and arrangements.

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 to the University Health and Safety Director 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:

University Safety, Health and Wellbeing Governance Structure



Appendix 2: Equality Impact Assessment

Name of policy/procedure/strategy: University Safety, Health and Wellbeing Policy	
School/Directorate: People Services	
Name of policy/procedure/strategy owner: Alex Killick, Director of People	
Date of Assessment: 8 June 2015	
1. Briefly describe the aims, objectives and purpose of the policy/procedure/strategy.	<p>This policy:</p> <ul style="list-style-type: none"> • Takes into account the requirements of the Health and Safety at Work Act 1974 and associated legislation. • Sets out the policy of Glasgow Caledonian University and sets out the organisation and arrangements which the University Court has established to put the policy into effect
2. What are the intended outcomes?	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.
3. Who are the main stakeholders? (e.g. staff, students, visitors)	Staff, students, visitors and contractors
4. How does the policy/procedure/strategy take into account different needs and circumstances (e.g. Ethnicity: cultural sensitivities, plain English; Disability: Alternate/ accessible formats; Gender: inclusive to women and men; Sexual Orientation; Faith or Belief, religious practices; Age: needs of younger and older people)?	<p>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 <i>all</i> staff and students (as well as visitors and contractors) and therefore does not make a distinction.</p> <p>However, in implementing the policy statement, specifically the commitment to “ensure that adequate arrangements are in place to provide, so far as reasonable practicable, a safe and healthy environment, including appropriate welfare facilities and emergency arrangements” 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.</p>

<p>5. What is the likely impact on the general duty to have <i>due regard</i> to the need to eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act?</p> <p><i>E.g. Is there evidence to indicate that the policy may result in less favourable treatment for particular groups?</i></p>	<p>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 the policy is in an accessible format and language so that it is understood.</p>
<p>6. What is the likely impact on the general duty to have <i>due regard</i> to the need to advance equality of opportunity between people who share a protected characteristic and people who do not share it?</p> <p><i>E.g. Is there evidence to show that the policy helps to remove disadvantage or encourages the participation of particular groups?</i></p>	<p>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.</p>
<p>7. What is the likely impact on the general duty to have <i>due regard</i> to the need to foster good relations between people who share a protected characteristic, or not?</p> <p><i>E.g. Is there evidence to illustrate that the policy helps to tackle prejudice or promote understanding?</i></p>	<p>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. Although there is no direct reference to mental health awareness, further information can be found in the Mental Health and Wellbeing Procedure.</p>
<p>8. How will any negative impact identified above be addressed?</p>	<p>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.</p>
<p>9. What is the overall impact rating?</p> <p>(Choose one rating)</p>	<p>Low: There is little or no evidence that some people from different groups are (or could be) differently affected by the policy/procedure/decision (positively or negatively).</p>

10. How will the results of the equality impact assessment be published?	The equality impact assessment will be published as part of the policy, and as on the University' Equality and Diversity website.
11. How will the implementation of the policy, procedure, strategy and its impact on equality be monitored and reviewed?	The annual policy review will take into account any new evidence, and the equality impact assessment will be amended accordingly.

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