



The University of Edinburgh
Estates and Buildings

Health and Safety Policy



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STATEMENT OF INTENT

The Estates and Buildings department is committed to a sensible health and safety management system. We are committed to ensuring, so far as reasonably practicable, the health, safety and welfare at work of all our employees. We are also committed to conducting our undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in our employment who may be affected thereby are not exposed to risks to their health or safety. We share the view of the Health and Safety Executive that sensible health and safety is about managing risks, not necessarily eliminating them. A sensible health and safety management system does not require us to obey inflexible, hard and fast rules; instead we are required to assess the risks that result from our work and identify sensible control measures that are proportionate to the risks.

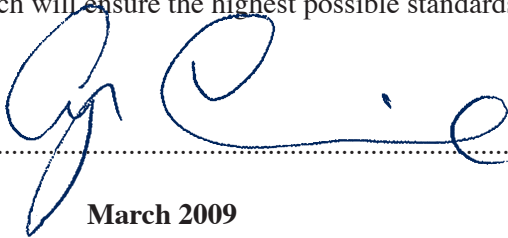
We believe that a proportionate, meaningful and reasonable health and safety system can make a significant contribution to achieving our core objectives.

We intend to:

- (a) create and maintain a positive health and safety culture which secures the commitment of all our stakeholders and partners;
- (b) meet our responsibilities to our employees and others in a way that recognises legal requirements are the minimum standard;
- (c) adopt a planned and systematic approach to the implementation of the Health and Safety Policy;
- (d) identify and assess the risks associated with all of our activities with the aim of controlling the risks;
- (e) plan for health and safety including the setting of realistic short and long term objectives, deciding priorities and establishing performance standards;
- (f) maintain and review health and safety arrangements on a regular basis to make sure high standards are maintained;

- (g) develop a system of joint consultation with Health and Safety representatives and provide them with facilities and assistance to enable them to carry out their functions;
- (h) Allocate resources to meet the requirements of this policy.

Everyone in the organisation has some responsibility for health and safety. However the Senior Management Group is determined to provide the necessary leadership which will ensure the highest possible standards.



Angus Currie, Director

March 2009

Date of Signing

March 2011

Date to be Reviewed

1. HEALTH AND SAFETY MANAGEMENT

Estates and Buildings recognises and accepts its responsibilities for ensuring so far as is reasonably practicable the health safety and welfare of all its employees while they are at work.

Estates and Buildings also recognises and accepts its legal responsibilities for the health and safety of any other person who may be affected by its actions, work activities or services

This departmental policy supplements the University health and safety policy prepared by the corporate health and safety unit and continues to recognise the role of School Safety Adviser.

2. HEALTH AND SAFETY MANAGEMENT RESPONSIBILITIES

2.1 The Director of Estates and Buildings

The Director of Estates and Buildings will have overall responsibility for the administration and implementation of the Health and Safety Policy and will ensure that persons designated as having responsibility for health and safety matters are trained, competent and provided with the necessary resources.

The Director will:

- (a) Ensure that through the management structure there is a planned and up to date Health and Safety Policy;
- (b) Ensure there are adequate staff and resources to implement the policy;
- (c) Produce an annual formal review of Estates and Buildings health and safety performance, including the allocation of resources, details of any accident trends, prosecutions or improvement notices issued, and the costs of any public or employee liability claims incurred during the year;
- (d) Act as the client for the purposes of the Construction (Design and Management) Regulations 2007.

2.2 The Senior Management Group (the Director of Estates, the Depute Director-Development Division, Depute Director Works, Assistant Director Support Services and the Head of Administration)

The Senior Management Group:

- (a) Accepts formally their collective and individual role in providing health and safety leadership in Estates and Buildings;
- (b) Will make sure that all decisions take account of any health and safety implications;
- (c) Recognises its role in encouraging the active participation of all employees in improving health and safety;
- (d) Will make sure it is kept informed of, and alert to, relevant health and safety risk management issues;
- (e) Will, in addition to considering health and safety issues as a standing item, receive formal written reports on health and safety as and when necessary.

2.3 Divisional Management Teams

The Divisional Management Teams will provide direction in relation to occupational health and safety by:

- (a) Having a collective role in providing health and safety leadership;
- (b) Reviewing the Health and Safety policy annually;
- (c) Ensuring the management systems provide for the effective monitoring and reporting of health and safety performance;
- (d) Ensuring it is kept informed about any significant health and safety failures and the outcome of any investigations into the causes;

- (e) Ensuring that any health and safety implications are considered during the decision making process;
- (f) Ensuring that health and safety risk management systems are in place and remain effective;
- (g) Having health and safety as a standing agenda item and considering the outcomes of the Health and Safety Committee;
- (h) Ensuring that all employees are provided with adequate health and safety training.

2.4 The Depute/Assistant Directors

The Depute/Assistant Directors will be responsible for

- (a) The administration and implementation of the Health and Safety Policy;
- (b) Ensuring the health safety and welfare of employees and others within their service;
- (c) The implementation of appropriate health and safety management systems within their service;
- (d) The further delegation of occupational health safety and welfare responsibilities;
- (e) For ensuring that suitable and sufficient general and specific risk assessments are carried out;
- (f) For ensuring that managers are competent to carry out risk assessments, are aware of their own limitations and that they seek advice from competent persons as appropriate;
- (g) For authorising any expenditure within budget and procurement delegations as a consequence of risk assessments.

2.5 All other managers/supervisors

All other managers/supervisors will be responsible for

- (a) The implementation of University health and safety policies and procedures;
- (b) The management and maintenance of premises and resources used by their team.

2.6 Health and Safety Adviser

The Health and Safety Adviser will be appointed in terms of Regulation 7 of The Management of Health and Safety at Work Regulations 1999. The Health and Safety Adviser's duties are listed at Appendix A.

2.7 All Employees

Employees must:

- (a) Take reasonable care for the health and safety of themselves and others (including members of the public) who may be affected by what they do or fail to do at work;
- (b) Co-operate in ensuring that both they and the organisation meet their respective legal duties;
- (c) Not interfere with or misuse anything provided in the interests of health, safety and welfare;
- (d) Use any machinery or equipment provided in accordance with any training and instruction given;
- (e) Inform their line manager of any work situation that would reasonably represent a serious and immediate danger to health and safety and any matter that would reasonably represent a weakness in Estates and Buildings arrangements for health and safety.

3. CONSULTATION WITH TRADE UNION HEALTH AND SAFETY REPRESENTATIVES

- 3.1** Estates and Buildings welcomes the involvement of Health and Safety Representatives. We will consult safety representatives with regard to:
- (a) The introduction of measures which may substantially affect the health, safety and welfare of employees;
 - (b) The arrangements for appointing competent health and safety advisers and persons to implement emergency procedures;
 - (c) The provision of health and safety information;
 - (d) The provision of health and safety training; and
 - (e) The health and safety consequences of new technologies.
- 3.2** Formal consultation will be through the Health and Safety Committees. The composition and functions of the Health and Safety Committees are described in the Appendices.

4. MONITORING HEALTH AND SAFETY ARRANGEMENTS

- 4.1** Assistant Directors will make arrangements for monitoring The Health and Safety Policy and management arrangements in their area of responsibility through a programme of inspections and safety tours. The frequency of inspections and safety tours will normally be quarterly. Findings from the inspections must be formally recorded. Safety Representatives should be invited to participate in the inspection.
- 4.2** The Health and Safety Adviser will carry out safety auditing by independent, objective and systematic review of safety management systems.

5. *RISK ASSESSMENT*

- 5.1** Suitable and sufficient general risk assessments will be carried out in all appropriate areas. Risk assessment is nothing more than a careful examination of what in our work could cause harm to people. General risk assessments will look for anything with the potential to cause harm, decide who might be harmed and how, evaluate the likelihood of the harm being realised and decide whether the existing precautions are adequate or whether more should be done. The findings of general risk assessments will be recorded, reviewed and revised.

- 5.2** Specific risk assessments (as required by for example, Manual Handling Operations Regulations, the Display Screen Equipment Regulations, the Noise Regulations and Control of Substances Harmful to Health) will be carried out by competent persons.

6. *ESTATES AND BUILDINGS HEALTH AND SAFETY MANUAL*

- 6.1** The manual will contain policies, procedures and guidance notes designed to protect everyone's health, safety and welfare.

Duties of the Health and Safety Adviser

The Health and Safety Adviser will:

- (a) Provide competent advice on the development and operation of health and safety management monitoring arrangements throughout Estates and Buildings;
- (b) Provide competent advice on compliance with health and safety legislation;
- (c) Provide advice on the development of policies, procedures and guidance on occupational health safety and welfare matters;
- (d) Provide advice on the provision of health and safety training;
- (e) Investigate, analyse and report on as appropriate accidents, incidents and near misses in conjunction with the corporate health and safety team;
- (f) Have authority to stop or suspend unsafe working practices;
- (g) Provide advice and information to the health and safety committee;
- (h) Liaise formally and informally with the corporate health and safety team.

Estates and Buildings Health and Safety Committee

The departmental health and safety committee will consist of:

- (a) The Director of Estates and Buildings – the Chair;
- (b) The Depute Director Estates Development;
- (c) The Depute Director Works Division;
- (d) The Assistant Director Support Services;
- (e) The Senior Manager responsible for health and safety (currently the Building Operations Manager);
- (f) The University Asbestos Supervising Officer;
- (g) A staff or trade union health and safety representative from development, works, support services and administration.

The meeting will be attended by the Estates and Buildings Health and Safety Adviser. The committee will meet twice a year. Formal minutes will be taken by secretarial staff and made available throughout the department. Relevant staff from the corporate health and safety unit will be invited to attend as and when necessary.

Works and Development Divisions Health and Safety Committee

The Health and Safety Committee will consist of:

- (a) The senior manager with special responsibility for health and safety – the Chair;
- (b) Building Operations Manager;
- (c) Engineering Operations Manager;
- (d) Design Manager;
- (e) Maintenance Manager (Building);
- (f) Maintenance Manager (Engineering);
- (g) Landscape Maintenance Manager;
- (h) A Premises Manager;
- (i) A Team Leader;
- (j) The Asbestos Supervising Officer;
- (k) An Estates Development Manager;
- (l) A Project Manager;
- (m) A staff representative from each of the four works division teams;
- (n) Two Trade Union Health and Safety Representatives;
- (o) A representative of the office based staff.

The meeting will be attended by the Health and Safety Adviser. The committee will meet four times a year. Formal minutes will be taken by secretarial staff and distributed throughout the division.

In addition to the members above the Director of Estates, the Depute Director Development Division, the Assistant Director Support Services and the Depute Director Works Division University are entitled to attend committee meetings as and when they believe necessary. Relevant staff from the corporate health and safety unit will be invited to attend as and when necessary.

Functions of Health and Safety Committees

Health and Safety Committees will provide an overview of policies, procedures and arrangements in relation to health and safety or related areas.

The Committees functions will include:

- (a) Studying accident, incident and near miss reports and occupational ill health statistics so reports can be made together with any recommendations for corrective action;
- (b) Considering any reports which management or safety representatives may wish to submit;
- (c) The consideration of any reports received from enforcing authorities, e.g. the Health and Safety executive, local authorities and the fire service;
- (d) Assisting in the development of safety policies, instructions and safe systems of work;
- (e) Monitoring the effectiveness of the safety content of staff training and making recommendations for improvement; and
- (f) Monitoring the adequacy of health and safety communications in the workplace and making recommendations for improvement.

The Health and Safety Committees do not form part of the arrangements for the day to day management of health and safety, and is not intended to answer specific queries or resolve specific problems which should be addressed by line management.

THE UNIVERSITY OF EDINBURGH HEALTH AND SAFETY DEPARTMENT

The University of Health and Safety Department provides professional expertise on all aspects of health and safety to University staff . . .

. . . We provide help and advice on all aspects of health and safety relevant to students' work within the University . . .

. . . And we provide tools, templates and guidance to assist Schools, etc to keep the University a safe and healthy workplace.

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Health and Safety at Work (etc) Act 1974

Key Sections

S.2 General duties of employers to their employees

- (1) It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.
- (2) Without prejudice to the generality of an employer's duty under the preceding subsection, the matters to which that duty extends include in particular –
 - (a) the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
 - (b) arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 - (c) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;

- (d) so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
 - (e) the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.
- (3) Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all his employees.
 - (4) Regulations made by the Secretary of State may provide for the appointment in prescribed cases by recognised trade unions (within the meaning of the regulations) of safety representatives from amongst the employees, and those representatives shall represent the employees in consultations with the employers under subsection (6) below and shall have such other functions as may be prescribed.
 - (5) . . .
 - (6) It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.
 - (7) In such cases as may be prescribed it shall be the duty of every employer, if requested to do so by the safety representatives mentioned in [sub section (4)] above, to establish, in accordance with regulations made by the Secretary of State, a safety committee having the function of keeping under review the measures taken to ensure the health and safety at work of his employees and such other functions as may be prescribed.

S.3 General duties of employers and self-employed to persons other than their employees

- (1) It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.

- (2) It shall be the duty of every self-employed person to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that he and other persons (not being his employees) who may be affected thereby are not thereby exposed to risks to their health or safety.
- (3) In such cases as may be prescribed, it shall be the duty of every employer and every self-employed person, in the prescribed circumstances and in the prescribed manner, to give to persons (not being his employees) who may be affected by the way in which he conducts his undertaking the prescribed information about such aspects of the way in which he conducts his undertaking as might affect their health or safety.

S.7 General duties of employees at work

It shall be the duty of every employee while at work –

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirement imposed on his employer or any other other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

S.8 Duty not to interfere with or misuse things provided pursuant to certain provisions

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

