



University
of Dundee

Health and Safety Policy

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1. Health and Safety Policy

1.2 Purpose

To state how the University of Dundee complies with its legal and moral obligations relating to the health and safety of its staff, students and any other person who may be affected by its undertakings.

1.3 Objectives

To ensure that all staff, students and other persons are aware of the moral and legal obligations that the University of Dundee has in regard to their health and safety and how it will discharge these responsibilities to ensure, so far as is reasonably practicable, the University is a safe and healthy place of work and study. Also to ensure that staff, students and others understand their own moral and legal obligations in regard to their own health and safety and that of others who may be affected by their own acts or omissions.

2 Policy Statement

As the governing body of the University of Dundee, the University Court accepts its legal and moral responsibility for the health, safety and welfare of staff, students and others affected by the University's activities. To discharge this responsibility, Court provides leadership and support to sustain the importance of health, safety and welfare as part of the University's programme of effective governance and risk control. The University is committed to following best practice in relation to corporate governance and risk control and seeks to implement sector guidance such as the Scottish Code of Good Higher Education Governance (2017 edition) and Leadership and Management of Health and Safety in Higher Education Establishments (2015).

The University Court has adopted this policy to promote excellence in the health and safety performance of the University's activities of teaching, research and associated undertakings. The University will work proactively to seek compliance with all health and safety legal requirements. The University aims to effect continual improvements in the health, safety and welfare of staff, students and other people affected by the University's activities.

The University Court, through transparent delegation of duties, takes all reasonable steps to ensure that all staff, students and other persons under its control are competent and accept their health and safety responsibilities. The Court requires all staff and students to co-operate in achieving a high standard of health and safety performance and encourages all staff and students in pursuit of this goal, recognising and rewarding achievements.

The University Court will ensure that it is kept informed of health and safety risk management issues and that overall health and safety performance is reviewed regularly by external auditors. It will monitor progress against key performance indicators on a regular basis. This Policy will be kept under annual review through the People & Organisational Development Committee.

This Health and Safety Policy Statement was approved by University Court on 17th November 2020.

Professor David Maguire
(Principal)

Ronnie Bowie
(Court Chairperson)

2.1 Policy Organisation

The University Court has adopted this Health and Safety Policy Organisation to implement the policy statement above and to ensure effective management of health and safety issues. The organisation of health and safety is shown in Appendix 1, which outlines the way health and safety are managed within the University of Dundee and the inter-relationship between line management, committees and professional services.

2.2 Implementation and Responsibilities

2.2.1 Court

Ultimate responsibility for implementation of this policy and of legal compliance resides with the University Court. Court exercises its responsibility through the work of the Audit Committee and the People & Organisational Development Committee, which oversee the implementation of policy, review performance and undertake reviews or commission internal audits as necessary to provide reassurance to Court.

2.2.2 Senior Management

As lead executive, the Principal takes overall responsibility for the University's health and safety management and as such represents the corporate body of the University in compliance with health and safety legislation. The Principal has delegated implementation of the Health and Safety Policy to Deans and Directors and has nominated the University Secretary as the senior manager who holds specific responsibility for the management of health and safety.

Members of the University Executive Group play a key role in ensuring implementation of policy and Court, through its committees, will assess the performance of UEG in this regard.

2.2.3 Schools/Directorates

Deans and Directors are responsible for resourcing current and future health and safety needs of their School/Directorate and acting on audits, inspections and incidents. School Managers/Directors are responsible for ensuring that staff and students comply with health and safety arrangements.

Principal Investigators, academic staff, team leaders and others with direct supervisory responsibility for staff and/or students must ensure the safe conduct of activities within their areas of control and alert their line manager to any health and safety matters which they are unable to action themselves..

All staff and research post-graduate students are required to conduct themselves at all times so as not to endanger their health and safety or that of any other person who may be affected by their acts or omissions. They must comply with all relevant health and safety requirements. They must report any health and safety concerns, including specific concerns about their health arising from work activities, to their line manager, supervisor or health and safety Adviser. This includes deficiencies in safety standards or equipment.

All under-graduate and taught post-graduate students must behave responsibly at all times and comply with rules issued by teaching staff. They must report any health and safety concerns they have to teaching or supervisory staff.

2.3 Monitoring Implementation of the Policy

Each School contains at least one full or part time health and safety adviser who, with the local Health and Safety Committee, plays a key role in monitoring the effective implementation of the policy at School level and below. Monitoring includes ensuring that inspections are undertaken at the required frequency to verify that all significant hazards are identified and controlled.

Monitoring also ensures that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. To facilitate this, each School is required to return an annual Health and Safety Report to the Head of Safety Services, who uses this to inform the People & Organisational Development Committee of performance levels across the University.

2.4 Auditing Compliance with the Policy

Auditing the policies, systems and arrangements put in place by the University to achieve and sustain high standards of health and safety performance verifies that the management procedures and operational practices are successful in meeting the appropriate performance standards.

The University employs the services of independent auditing consultants to perform regular audits of the policies and procedures that are in place throughout the University. Reports to the Audit Committee allow progress to be determined in relation to areas for improvement that may be identified by such audits, with resources allocated as necessary to achieve compliance.

2.5 Professional Support Structure

The health and safety professionals within Safety Services formulate plans for approval by the University Executive Group to manage significant risks, meet the expectations of Court committees and strive for continual improvement of performance. Together with School/Directorate health and safety advisers, they provide competent advice to Deans/Directors to allow them to manage risks effectively within their Schools/Professional Services Directorates.

The Health and Safety Working Group, chaired by Head of Safety Services, formulate arrangements, develop technical systems, document generic risk assessments and procedures, arrange training and monitor performance.

Deans/Directors appoint competent health and safety advisers and other specialist duty holders as needed. They liaise closely with Safety Services to deliver a consistent standard across the University.

School/Directorate health and safety advisers, with support from Safety Services, will draft specific plans and arrangements, document generic risk assessments, deliver specific training, monitor performance and communicate information to staff and students within their School/Directorate.

The University recognises the legal requirements to consult with trade union appointed safety representatives and appreciates the benefits that these representatives bring to the organisation.

Trade union appointed safety representatives are a key element of the advisory and committee structures, whilst also being free to undertake in full in their statutory rights as laid down in legislation.

2.6 Training

Appropriate training of staff and students is an essential element of good health and safety management. The University will provide a range of training opportunities for staff and students, including some mandatory training.

New start mandatory training is provided by Safety Services for all staff and research postgraduate students. This online training forms part of the induction process for these people.

Refresher on-line training on essential health and safety arrangements will be completed by all staff and post graduate students annually. The refresher training course will be developed by the Health and Safety Working Group and implemented by Safety Services.

Completion of all mandatory training will be monitored by Safety Services and non-compliance escalated via the management system, with the ultimate sanction being termination of employment/studies.

Risk assessment workshops and general health and safety training courses will be organised and recorded by Organisational and Professional Development (OPD) and delivered by Safety Services.

Specific health and safety training will be delivered to staff and students and recorded jointly by School/Directorate health and safety advisers and Safety Services. Task specific (“on the job”) training will be organised and recorded by line managers and supervisors.

2.7 Learning from Incidents

It is imperative that lessons are learned from incidents (whether these lead to harm or are “near misses”). Significant incidents (whether significant individually or due to a trend occurring) will be reported immediately to all safety advisers and also discussed at monthly safety adviser meetings and at regular meetings with School management. They will also be discussed at the University Health, Safety and Welfare Committee and at School Health and Safety Committees. Where necessary, changes to policy, procedures, training or other systems will be made to bring about organisational change to reduce the likelihood of recurrence.

3 Further information

3.1 Committee Structure

The Committee structure shown in Appendix 2 has been set up to oversee effective management of health and safety. In outline, the key committee is the People & Organisational Development Committee, which approves Policies and monitors performance. It receives reports from the University Health, Safety and Welfare Committee and Head of Safety Services.

3.2 Related Policies, Procedures, Guidelines and Local Protocols

3.2.1 Policies

This policy statement is supported by a range of policy documents that provide detail in relation to specific aspects of health and safety management. All policies are subject to consultation with key stakeholders, then approval through the Health, Safety and Welfare Committee and, subsequently, the People and Organisational Development Committee. Policies will be reviewed whenever there is a change to legislation or if new information comes to light (for example accident/incident data, health surveillance data, exposure limits) that affects a policy. Otherwise, all policies will be kept under regular review. Appendix 3 lists the supporting policies, all of which are available via [University of Dundee – Safety Services Policies](#)

3.2.2 Handbooks

The following handbooks provide information to staff and students that supports the policies of the University. All handbooks are available via [University of Dundee - Safety Services Handbooks](#)

- Clinical/Biological Waste
- COSHH
- Ergonomics and Repetitive Strain Injury (RSI)
- Fieldwork
- Good Laboratory Practice
- Safe Use of Microbiological Safety Cabinets
- Safe Working with Display Screen Equipment
- Staff Health and Safety
- Staff Quick Health and Safety Guide
- Staff Travel
- Student Health and Safety
- Student Travel
- Switch off Stress
- Working Safely with Genetically Modified Organisms within a Research Facility
- Working Safely with Human Blood, Tissues and other Specimens in Research Laboratories
- Working Safely with Micro-organisms
- Management of Solid Radioactive Waste
- Safe Handling of Radioactive Materials
- Protection Against Ionising Radiation
- Uranium and Thorium Safety Management

3.3 Definitions & Abbreviations

COSHH	Control of Substances Hazardous to Health Regulations
HRD	Human Resources and Organisational Development
OPD	Organisational and Professional Development
RSI	Repetitive Strain Injury

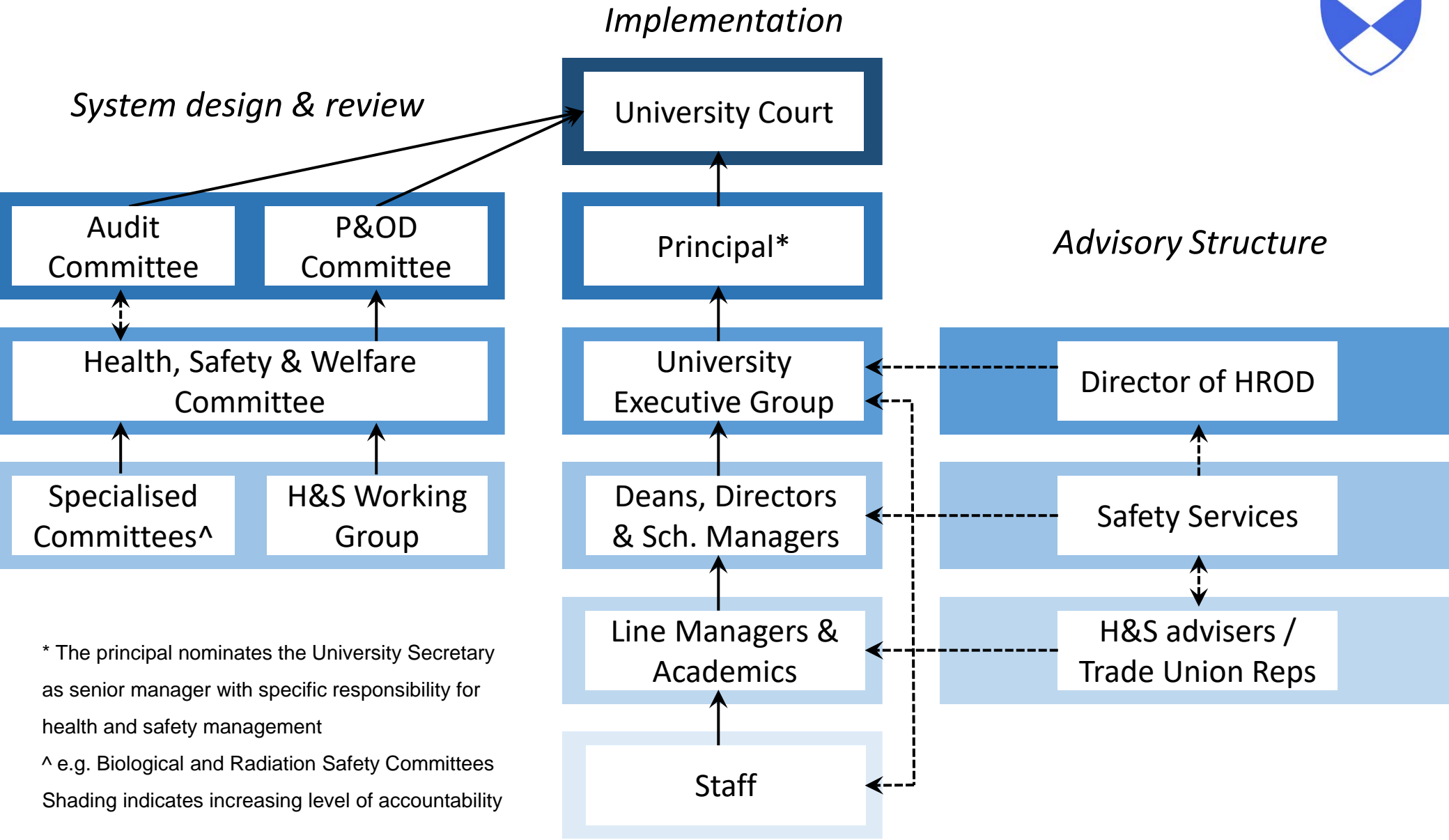
4 Document Information

4.1 Equality Impact Assessment

This policy has been assessed for equality impact and no adverse consequences identified. Indeed, the policy aims to be supportive of people with relevant protected characteristics. The full equality impact assessment can be downloaded from: https://dmail-my.sharepoint.com/:f:/g/personal/nrhelms_dundee_ac_uk/ErP2SdA5j9tGm0Hc9z7uGmkBoejiA0OqXdwHYt9n0-nl6w?e=US3aub

4.2 Approvals & Renewals

Document Name	University of Dundee Health and Safety Policy
Status	Pending Approval
Responsible officer/department/school	Safety Services
Policy owner	People & Organisational Development Committee
Date last approved	17 th November 2020
Due for review	17 th November 2021
Authorised and approved for publication	Yes
Date authorised for publication	17 th November 2020
Information classification: public/internal	Public
Location in repository	POD (the folder on OneDrive)
Approval route and history	HSW Committee, P&OD Committee, Court
Code	



Appendix 2 – Committees

The following bodies within the University exercise management control of health and safety.

1. University Court

The roles and responsibilities of the Court are defined within the [University's Statutes](#).

2. People and Organisational Development Committee

The roles and responsibilities of the People and Organisational Development Committee are defined within the [University's governance structure](#).

3. Audit Committee

The roles and responsibilities of the Audit Committee are defined within the [University's governance structure](#).

4. University Health, Safety and Welfare Committee

The Health, Safety and Welfare Committee is a sub-committee of the People and Organisational Development Committee.

4.1 Membership

Management members

- University Secretary
- Vice Principal (Research, Knowledge Exchange & Wider Impact)
- Director/Deputy Director of Estates and Campus Services
- Director/Deputy Director of Human Resources and Organisational Development
- Director of Academic and Corporate Governance
- Director/Deputy Director of Student Services

Trade Union Representative members

- DUCU Representatives x 2
- Unison Representatives x 2
- Unite Representatives x 2

Non-management ex-officio members

- Head of Safety Services

In attendance

- Deputy Head of Safety Services
- Fire Safety Adviser
- Safety Services Administrator (minutes)
- School Dean when required for relevant agenda items

The chair for Committee meetings alternates between the University Secretary and the Trade Union Representatives.

4.2 Remit

- Report to People and Organisational Development Committee on the management of Health, Safety and Welfare
- Inform People and Organisational Development Committee and University Executive Group of the University's obligations to the management of health and safety
- Consult Trade Union health and safety Representatives on the management of Health, Safety and Welfare
- Approve plan to promote compliance
- Approve policy and procedures
- Approve training programme
- Approve inspection programme
- Review inspection reports
- Review incident and ill health reports
- Review reports from Auditors and Enforcing Authorities
- Review reports from School/Professional Service Health & Safety Management Committees
- Consider report from Head of Safety Services
- Consider report from University Fire Safety Adviser
- Consider report from University Radiation Protection Adviser
- Consider report from University Biological Agents Committee
- Consider report from University Radiation Protection Committee
- Consider report from Trade Union health and safety Representatives

5. University Biological Agents Committee

5.1 Membership

- Vice Principal (Research, Knowledge Exchange & Wider Impact) (Convener)
- Parasitologist (Academic)
- Microbiologist (Academic)
- Virologist (Academic)
- Immunologist (Academic)
- University Biological Safety Adviser (UBSA)
- Life Sciences H&S Adviser
- Medical School H&S Adviser
- Medical School GM Safety Adviser
- Dental School Representative

- Director Biological Services

The Committee may co-opt other people as appropriate to discuss particular aspects of biological safety.

5.2 Quorum

The quorum for this committee is the Convener, UBSA, one representative from the School of Life Sciences and one representative from the School of Medicine.

5.3 Remit

- Report to University Health, Safety and Welfare Committee on risks posed to people and the environment by work with biological agents and the measures implemented to control these risks to an acceptable level.
- Give authorisation for work involving biological agents to proceed after consideration of:
 - Risk Assessment
 - Laboratory facilities
 - Staff and student training and supervision
 - Procedures, including storage and disposal of biological materials under all circumstances
 - Statutory Notification, License and Consent requirements
- Assess the training needs to work with pathogens and Class 2 and 3 genetically modified micro-organisms and monitor the effectiveness of training programmes
- Review inspection reports of Containment Level 2 and 3 facilities and to ensure issues are resolved
- Review incident and ill health reports involving work with biological agents and ensure issues are resolved

5.4 Frequency of Meetings

The committee will meet no less than twice a year.

6. University Radiation Protection Committee

6.1 Membership

- Vice Principal (Research, Knowledge Exchange & Wider Impact) (Convener)
- University RPA
- University RPO and RWA
- NHS Tayside RPA
- NHS Tayside RPO
- Medical School health and safety Adviser
- Life Science health and safety Adviser
- Science & Engineering health and safety Adviser
- Super Users
- Staff representative
- Research post-graduate representative

6.2 Remit

- Report to University Health, safety and Welfare Committee on risks posed to people and the environment by ionising and non-ionising radiation created by the undertakings of the University and the safety measures adopted to control these risks to an acceptable level.
- Give authorisation for work involving ionising and non-ionising radiation to proceed after consideration of:
 - Risk Assessment
 - Laboratory Facilities
 - Staff and Student Training and Supervision
 - Local Rules
 - Statutory Notification and Consent Requirements
- Formulate, develop and revise radiation safety policy and procedures
- Assess the training needs to work with ionising and non-ionising radiation and monitor the effectiveness of training programmes
- Review incident reports involving ionising and non-ionising radiation and to ensure issues are resolved
- Review inspection reports of laboratories using ionising and non-ionising radiation and to ensure issues are resolved

6.3 Frequency of Meetings

The committee will meet no less than twice a year.

7. Health & Safety Advisers Working Group

7.1 Membership

- Head of Safety Services (convener)
- Director or Deputy Director HROD
- Deputy Head of Safety Services
- University Fire Safety Adviser
- University Hazardous Waste Manager
- University Health and Safety Technician
- School and Professional Services H&S Advisers
- Trade Union health and safety Representatives
- Head of Campus Security or Deputy

7.2 Remit

- Report to University Health, Safety and Welfare Committee on the management of health, safety and welfare within Schools and Professional Services
- Draft policy and procedures
- Develop, implement and monitor effectiveness of risk assessment and other safety-related databases
- Develop, implement and monitor effectiveness of training plans
- Develop, implement and monitor effectiveness of workplace inspection programme

- Review incident and ill health reports
- Share best practice
- Organise health and safety campaigns

8. School/Directorate H&S Management Committees

8.1 Structure

Schools and Directorates must have a health and safety committee that acts independently of other committees. It is not appropriate for health and safety to be a standing item on another management committee. However, efficient use of time can be made by arranging meetings that run consecutively. For example, members of the health and safety committee meet first, then that meeting ends and members of management remain and are joined for a subsequent management meeting. One advantage of this arrangement is that serious issues that come from the health and safety committee can be discussed immediately at the management meeting.

8.2 Membership

The committee should be balanced, with a range of employee types from across the School/Directorate and student representation (for Schools). It is important that the committee is not biased towards management staff and ideally should have less management roles present so that management show a commitment to employee input to the committee. Representation from the recognised campus unions on committees is strongly encouraged.

A suggested structure is:

- Dean/Director (chair)
- School Manager / Directorate Senior Administrator
- Clerical staff representative
- Manual staff representative
- Technical staff representative
- Student representative (Schools)
- Union representation*
- External representation (from a different School or Directorate)*
- School/Directorate health and safety adviser
- Biological Safety Adviser (if appointed)
- Radiation Protection Supervisor (if appointed)
- Minute taker**

*This may be the same person/people

**The person taking the minutes should not be required to participate actively in the meeting. Hence, the clerical representative should not also take the minutes.

The committee should meet at least once a semester, with minutes uploaded to the dedicated OneDrive directory maintained by Safety Services. Minutes will be available via this shared resource to members of the Safety Advisers Working Group and the Health, Safety and Welfare Committee. Matters that require discussion at meetings of the Group and Committee should be alerted to the Head of Safety Services. The minutes should also be reported at School/Directorate management committees.

8.3 Remit

The items below are considered a minimum remit for the committee and should form the basis of standing items of business. The School/Directorate can add to these items as necessary to cover important items of business, either as standing items or as stand-alone items.

- Report to University Health, Safety and Welfare Committee on the management of health, safety and welfare within the School/Directorate
- To monitor implementation of University Safety Policy Arrangements through formal inspections, day to day checks, concerns raised and accident/incident investigations
- To review and give advice on local rules to implement University Safety Policy Arrangements
- To review training needs and compliance with mandatory training requirements
- To review emergency procedures
- To review outstanding actions relating to fire safety arrangements (as highlighted in the building fire risk assessment or via other means)
- To review contents of the buildings Fire Logbook (fire alarm testing, building evacuation, means of escape check, staff training etc.)
- To review changes in the workplace or working practices that could affect the health, safety or welfare of staff, students or others

8.4 Making Decisions

When discussing issues, the committee should:

1. Discuss if action is needed
2. Recommend agreed actions
3. Record the discussion in the minutes of the meeting and prepare a separate action plan, both of which should be accessible to everyone in the School/Directorate
4. Follow up the actions; then
5. Review them at a later date

Appendix 3 – Supporting Policies

The following policies support the main policy and provide detail in relation to specific aspects of health and safety management. All policies are available via [University of Dundee – Safety Services Policies](#)

Ref	Title
1	Accident/Incident Reporting and Investigation
2	Asbestos
3	Electricity
4	Emergency Procedures
5	Fire
6	First Aid
7	Induction
8	Lone Working
9	Manual Handling
10	H&S Concerns Reporting
11	Risk Assessment
12	Slips, Trips and Falls
13	Visitors
14	Display Screen Equipment
16	Latex Allergy
18	Gas Safety
19	Control of Substances Hazardous to Health (COSHH)
20	Smoking Policy
21	Autoclaves
22	School/Directorate Health and Safety Policy
23	Health and Safety Information for New Staff
25	Construction Work
26	Personal Protective Equipment (PPE)
27	Traffic
28	Annual Health and Safety Reporting
29	Occupational Health
30	Stress Management at Work
32	Children Visiting University Premises
33	Equipment Used at Work
35	Catering at Organised Events within the University
36	Refurbishments
37	Hepatitis B Vaccination Policy
38	Pregnancy and New Mothers
39	Health Surveillance
40	Travelling on University Work in the UK
42	Fire Safety Induction Training
43	Noise
44	Travelling on University Work Overseas
45	Student Work Experience
46	Cryogenic Materials
47	Compressed Gas Safety
48	Fieldwork

49	Home Working
50	Inspection of Workplaces
51	Biological Safety Management
53	Biological Material Transportation
54	Ionising Radiation Management
54	Good Laboratory Practice
55	Artificial Optical Radiation
56	Pressure Systems
57	Legionella and Water Hygiene
58	Public Events
59	Fire Evacuation Procedures
60	Laser Safety Management
61	Unmanned Aerial Vehicle (Drone) Safety Management
62	Working and Assistance Animals