**UHI | SHETLAND****Shetland UHI, University of the Highlands and Islands**

Health and Safety Policy

**HS 002 PO**

Lead Officer (Post):	Principal and CEO
Responsible Office/ Department:	Operations and Estates
Responsible Committee:	Health, Safety and Wellbeing Committee
Review Officer (Post):	Head of Facilities
Date policy approved:	01/08/2021
Date policy last reviewed and updated:	16/02/2023
Date policy due for review:	16/02/2024
Date of Equality Impact Assessment:	01/08/2021
Date of Privacy Impact Assessment:	n/a

Accessible versions of this policy are available upon request

### Policy Summary

Overview	To ensure health and safety of staff, students and visitors to Shetland UHI.
Purpose	Shetland UHI will take all reasonably practicable steps to protect and promote the health and safety at work of all its employees and students. The Shetland UHI also recognises its responsibilities in respect to persons other than its own employees arising out of or in connection with the work of the Shetland UHI, as well as a responsibility to protect the environment.
Scope	It is important that all employees recognise and accept that they have an individual responsibility for health and safety.
Consultation	Health, Safety and Wellbeing Committee
Implementation and Monitoring	Head of Facilities and Health, Safety and Wellbeing Committee
Risk Implications	Risk to meet legal obligations and/or harm
Impact Assessment	Equality Impact Assessment: 01/08/2021
	Privacy Impact Assessment: n/a

## Introduction

This Health and Safety Policy Statement is the lead document for Health and Safety in Shetland UHI. It is intended to help all those who will be concerned with managing health, and safety, providing a framework in which to develop a positive safety culture. All other health and safety documents will match or exceed the principles set out here.

It is essential that everyone in Shetland UHI is aware of, and becomes familiar with, procedures for dealing with matters concerning health and safety.

All those people who work in or with Shetland UHI are encouraged to read this policy and consider how they can contribute to achieving its aims.

The nature of Shetland UHI's business involves a wide range of activities conducted from premises and additional assets which are geographically widespread. Specific health and safety responsibilities and arrangements for implementing the general Health and Safety Policy will be clearly defined within individual's area of responsibility using this general Policy as a framework for their day-to-day arrangements.

This document will not in itself produce a safe working environment; this can only be achieved with the full co-operation of all employees and others e.g. Partners Agencies and contractors. Failure to comply with this Policy may be regarded as a disciplinary matter and lead to appropriate sanctions.

Ultimate responsibility for the implementation of the Health and Safety Policy lies with the Principal CEO. They will be assisted, within their respective spheres of responsibility, by the other members of the Senior Management Team. It is, however, a fundamental aspect of this Policy that health and safety responsibilities devolve to all employees.

### **All Shetland UHI staff must ensure that they:**

- understand their responsibilities, as set out within this Policy.
- give regard to the safe systems and legal requirements that relate to their activities, the activities of any staff for whom they are responsible and their workplace.
- Actively seek Health & Safety advice and guidance as soon as possible to ensure that appropriate action is taken.

## 1.0 POLICY STATEMENT

Shetland UHI will take all reasonably practicable steps to protect and promote the health and safety at work of all its employees and students. The Shetland UHI also recognises its responsibilities in respect to persons other than its own employees arising out of or in connection with the work of the Shetland UHI, as well as a responsibility to protect the environment. High standards of health and safety performance are recognised as an essential and integral part of delivering high quality services and the Shetland UHI is committed to achieving this goal.

This will be achieved by implementing a Health and Safety Management System based on the Health and Safety Executive document Health and Safety Guidance 65 (known as HSG65), which will result in:

- a) Developing and maintaining a positive health and safety culture which secures the commitment and participation of all employees.
- b) Meeting its responsibilities in a way which recognises that relevant legal requirements are the minimum standard and striving to be exemplars in health and safety at all times. Shetland UHI will observe, as a minimum, all statutory obligations arising from health and safety legislation.
- c) Shetland UHI will act upon Approved Codes of Practice, Guidance notes, other documents as appropriate, and advice from health and safety enforcement authorities. It may publish in-house guidance on specific health and safety matters that may interpret or extend basic legal requirements.
- c) Adopting a properly planned and systematic approach to the implementation of this Policy to ensure, so far as is reasonably practicable:
  - The provision and maintenance of plant and systems of work that are safe and without risks to health.
  - The elimination of risks to health from the use, handling, storage and transportation of articles and substances.
  - The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees, taking account of any who do not have English as a first language.
  - The maintenance of any place of work under the Shetland UHI's control in a condition that is safe and without risks to health, and the provision of means of access and egress that are safe and without such risks.
  - The maintenance of a working environment that is safe, without risks to health and has adequate facilities and arrangements for the welfare of employees at work.
- d) Identifying and assessing risks associated with all Shetland UHI activities with the aim of eliminating or controlling those risks, so far as is reasonably practicable.

- e) Determining health and safety priorities and setting realistic short, medium and long-term objectives and targets, and undertaking these to prevent accidents and cases of work-related ill health.
- f) Providing such financial, physical and human resources and taking such measures as are necessary to meet the targets set through Senior Management Team and Health, Safety and Wellbeing Committee.
- g) Monitoring and reviewing performance on a regular basis to ensure high standards are being met and maintained.
- h) Continuing to demonstrate a commitment to health and safety with the aims of resolving problems and implementing the health and safety policy.
- i) Consulting with employees' representatives of staff at work to ensure high standards of health and safety.

This Policy will be reviewed as necessary in the light of new legislation or working practices and will in any event be reviewed at least once every three years.

## 2.0 ORGANISATION AND RESPONSIBILITIES FOR THE IMPLEMENTATION OF THE POLICY

It is important that all employees recognise and accept that they have an individual responsibility for health and safety. In addition to this, some staff have additional, formal management responsibilities.

### 2.1 Principal CEO

The Principal CEO has ultimate responsibility within the management structure for the health and safety of all Shetland UHI employees. They will provide visible and active leadership in developing and maintaining a management culture that is supportive of health and safety and will have the overall responsibility for the management and implementation of the Shetland UHI's Health and Safety Policy. In their capacity as Principal CEO and member of the Senior Management Team, they will appoint the 'Champion' for Health and Safety within Shetland UHI in particular they will ensure that: -

- a) There is an effective Health and Safety Policy within the Shetland UHI, maintaining compliance with the legal requirements of the Health and Safety at Work etc. Act 1974, together with all associated statutory provisions, and the policy is regularly reviewed and revised as necessary.
- b) There is a high level of management commitment to this Policy that is visible through the work of the Senior Management Team and the Health, Safety and Wellbeing Committee.

- c) There is a Safety Management System in place within the Shetland UHI that ensures effective control of all hazards and compliance with relevant legislation.
- d) Ensuring that adequate arrangements are in place for consultation with employees, including trade union safety representatives on health and safety issues.
- e) There are sufficient staff and resources in place to enable compliance with statutory requirements and to meet the desired standards of health and safety performance and management.
- f) Responsibility for health and safety throughout the Shetland UHI is properly assigned, communicated and monitored.
- g) Services have adequate systems in place to enable health and safety performance monitoring so that remedial action can be initiated if that performance falls below desirable standards.
- h) Senior Managers have leading responsibility for health and safety across their areas for responsibility.

## 2.2 Senior Managers

Each Senior Manager is responsible for the health and safety of their staff. They are responsible for the health and safety of non-employees who may be affected by the acts or omissions of their employees. Due to the nature of Shetland UHI activities this may be outwith Shetland UHI premises. Senior Managers are responsible for the effective planning, directing, monitoring and reviewing of the progress of all health and safety matters within their areas of responsibility and ensuring:

- a) Implementation of the Shetland UHI's Health and safety Policy.
- b) The adoption of a planned, systematic approach to health and safety management in which hazards are identified, risks are suitably assessed and prioritised and objectives are met for risk removal or reduction.
- c) That suitable physical, financial and human resources are allocated to allow the effective implementation of this Policy.
- d) That there is an adequate system for communicating health and safety information throughout their area of responsibility. In particular that there are arrangements for consulting with employees on health and safety issues and for promoting partnership working with employee representatives.
- e) That adequate regard is paid to health and safety considerations in all contracts entered into by the Shetland UHI.
- f) That, arrangements are in place to measure, monitor and review health and safety performance, and ensure that this is effectively reported to allow monitoring and performance improvement targets to be set.

- g) Identifying safety roles and responsibilities within their services area for implementing both this Policy and relevant health and safety policies and procedures.
- h) Completion and maintenance of risk assessments and action plans arising from them.
- i) Incorporating health and safety considerations into their operational plans, including targets for improving health and safety performance.
- j) When commissioning services ensure that contractors are properly vetted, selected and monitored with regard to their health and safety performance and competency, and ensure that all such contractors have signed an agreement to abide by our Health and Safety policy while on our premises and that they have adequate valid insurance as set out in our Approved Contractors Handbook.
- k) Ensuring that suitable resources and support is available to implement adequate health and safety measures within their service area.
- l) Leading co-operation with other service areas where there are areas of overlap in responsibility.
- m) Developing and visibly promoting a positive attitude to health, safety and wellbeing amongst employees and holding individuals at all levels within their service areas accountable for their health and safety performance.
- n) Ensuring that arrangements are in place to measure, monitor and review health and safety performance within their service areas.
- o) Assist with required occupational health monitoring.

### 2.3 Line Managers

Line Managers are responsible for the implementation of policy objectives and putting service area specific health and safety procedures into operational practice. Within their areas of responsibility, they will:

- a) Ensure that they know and understand the health and safety legislation relevant to their work activities.
- b) Ensure that their teams take full account of health and safety issues when planning, developing or introducing new work methods, systems, equipment, materials or premises and consults on these matters effectively and in good time with employees and their representatives.
- c) Seek guidance and advice from competent persons to ensure compliance with this Policy and other relevant policies.
- d) Ensure that all appropriate staff receive instruction in risk assessment and other Health and Safety procedures where appropriate to their role.
- e) Ensure that adequate information, instruction, training, and supervision needs are identified for all staff to enable them to carry out their responsibilities without risks

to their health and safety as well as that of others who may be affected by their acts or omissions.

- f) Ensure that there is an effective system for communication of health and safety issues and that their management teams and staff co-operate with and seek advice from other service areas and employee safety representatives on such matters.
- g) All accidents, incidents, near misses and safety concerns, including those involving physical and verbal abuse and threatening behaviour, are reported and investigated in accordance with Shetland UHI Policy and procedures.
- h) Visibly demonstrate a commitment to achieving high standards of health and safety performance by developing a positive approach to health and safety amongst their staff and holding individuals at all levels accountable for their health and safety performance.
- i) ensuring the successful operation of the health and safety management system on a day-to-day basis within their areas of responsibility
- j) They know and understand the health and safety legislation relevant to their work activities.
- k) Risk assessments are undertaken and that any actions maintaining or, where possible, improving standards of health and safety are implemented, including by referral to Line Managers where necessary.
- l) All equipment and materials supplied for use at work are suitable for their intended purpose and are maintained in safe working order.
- m) Staff have received sufficient information, instruction, training and supervision so as to enable them to carry out their responsibilities without risks to their health and safety as well as that of others.
- n) They co-operate with Safety Representatives carrying out their functions.
- o) They demonstrate a visible commitment to achieving a high standard of health and safety performance by developing a positive approach to health and safety amongst their staff and holding individuals at all levels accountable for their health and safety performance.
- p) They seek guidance and advice from competent persons to ensure compliance with this Policy and other relevant policies.

## 2.4 Employees

In addition to any specific health and safety responsibilities described above, all employees will be expected to co-operate in the implementation of the Corporate Health and safety Policy by acting with due regard for their own health and safety and that of others who may be affected by their acts or omissions. In particular employees will:



- a) Take reasonable care for the health and safety of themselves, staff under their supervision or control, and anyone else who may be affected by their activities or omissions.
- b) Co-operate with their managers to enable them to carry out their health and safety duties and to comply with the requirements of relevant health and safety legislation or best practice standards.
- c) Promptly rectify dangerous situations where this can be done safely, or report hazards and potential hazards to their manager in order that remedial action can be taken.
- d) Work in accordance with any health and safety training provided and follow established safe working practices.
- e) Report accidents, dangerous occurrences, matters causing ill health and safety concerns timeously so that appropriate investigations may be carried out and measures taken to prevent recurrence. Separate guidance is available which details the incident reporting, investigation and recording procedure.
- f) Not interfere with or misuse anything provided in the interests of health and safety.
- g) Disclose to an appropriate person details of any known medical condition that makes them unfit for, or puts them at risk from, any particular work activity.
- h) Attend all necessary Health & Safety training to ensure that they are competent to perform all their tasks.

## 2.5 Head of Facilities

The Head of Facilities will:

- a) Assist line managers to complete risk assessments for all services areas that are suitable and sufficient, and oversee action plans that are produced which implement health and safety measures.
- b) Co-ordinate inspections of premises to ensure that buildings and relevant, fixed equipment (that is maintained by Facilities Technicians) are safe and properly maintained.
- c) Maintain records of all statutory tests and inspections carried out or organised by Facilities Technicians and ensure that copies are available within relevant premises.
- d) Where possible, ensure that access to Shetland UHI premises complies with the requirements of the Equalities Act 2010 and that access and egress is unobstructed and safe.
- e) Appropriate security measures are in place.
- f) There is suitable and sufficient first aid provision within their buildings.
- g) A fire risk assessment is reviewed annually each February and that firefighting

equipment and warning systems, if fitted, are properly maintained and tested.

- h) Appropriate emergency procedures are in place, practiced as necessary and relevant records maintained.
- i) Where Facilities Technicians are not responsible for the delivery of those services referred to in 2.8 and 2.9 above, the Manager shall ensure that those services are delivered to the same standard as described within that paragraph.
- j) Effective training is delivered which meets the needs of the organisation. This will include induction training, job specific training and specialised health and safety training.
- k) Ensure training records are kept up to date.

## 2.6 Health & Safety Section

The Head of Facilities is employed in the capacity of competent persons as required by the Management of Health and Safety at Work Regulations 1999.

The Health & Safety section will liaise with staff at all levels to monitor and audit this Policy and its systems and procedures, across all service areas on a regular basis. The section will provide advice, guidance and instruction in order to make necessary improvements identified during monitoring/audits. The Head of Facilities will advise the Principal CEO, Senior Managers, Line Manager and their staff on all matters of health and safety and, where appropriate, assist them in implementing this Policy with regard to their duties under it.

Advice in this respect will include, but not be limited to:

- a) Interpreting and assessing the impact of existing, new or proposed legislation, Codes of Practice and guidance relating to health and safety, and advising the Principal CEO, Senior Managers and, Committees and Shetland UHI of any implications for Shetland UHI's current and future operations, practices and policies.
- b) Formulating and implementing the management of Health and Safety at Strategic, and Operational levels, including the development of Policies, procedures, systems and Action Plans.
- c) Monitoring performance in health and safety across Shetland UHI by planned inspections, surveys and audits, and providing reports to relevant managers.
- d) Monitoring management activity in health and safety and highlighting where additional measures are required.
- e) Maintaining central records and statistics of accidents, incidents, work related ill health and safety concerns and preparing regular reports highlighting trends or matters of general concern.
- f) Identifying, in co-operation with managers at all levels, programmes of training designed to stimulate and improve health and safety performance, and to promote

clearer understanding and awareness at all levels. Where such training is delivered by a third party the Safety Manager is required to ensure that the training is adequate to meet the identified needs.

- g) Preparing and publicising general guidance on matters affecting health and safety throughout the Shetland UHI.
- h) Maintaining information sources and contacts to enable health and safety queries to be answered within a reasonable timescale.
- i) Servicing the Shetland UHIs Health, Safety and Wellbeing Committee.
- j) Reporting relevant incidents to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- k) Working with other staff within Human Resources to promote attendance at work and ensure that work related health and safety matters are dealt with effectively.
- l) Reviewing this policy along with all related guidance and policies every three years or in the event of significant change in activities or legislative requirements.

### 3.0 ARRANGEMENTS FOR THE IMPLEMENTATION OF THE POLICY

This Health and safety Policy is supported by Shetland UHI guidance and procedures. All managers with responsibilities outlined in this Policy or related procedures must make certain that effective arrangements are in place to ensure that those functions are maintained in their absence.

#### 3.1 Consultation with Employees and Safety Representatives

- a) The Shetland UHI will fulfil its responsibilities to consult with its employees, trade union and student representatives on relevant aspects of health and safety. Safety Representatives appointed by recognised trade unions will be granted the necessary resources to carry out their functions as set out in the Safety Representatives and Safety Committee Regulations 1977, as amended by the Management of Health and Safety at Work Regulations 1999.
- b) The Shetland UHI recognises that Safety Representatives can make a positive contribution to the Shetland UHI's efforts towards maintaining a safe and healthy working environment, and such contributions are actively encouraged.
- c) Representations from Trade Union safety representatives should be directed in the first instance to line manager of the relevant service area. It is accepted that Senior Managers and the Head of Facilities may be required to become involved in some matters.

- d) All recognised Trades Unions will be afforded representation on the **Health, Safety and Wellbeing Committee**.

### 3.2 Health, Safety and Wellbeing Committee

**Health Safety and Wellbeing Committee** provides a forum for consultation with staff and students on health and safety matters which have organisational significance. The Head of Facilities acts as Chair of this committee which also includes Senior Managers in its membership. The remit of the committee is to:

- b) Monitor and keep under review the measures taken to ensure the health and safety at work of employees.
- c) Promote employee/employer co-operation for the improvement of health and safety standards.
- d) Act as a forum for consultation and the exchange of information on strategic health and safety matters covering employees, students and members of the public.
- e) Consider reports from, Safety Representatives and other relevant parties.
- f) Assist in the development of the organisation's health and safety policies and procedures.
- g) Encourage health and safety training at all levels.
- h) Promote a risk assessment-based approach to managing health and safety.
- k) The Health, Safety and Wellbeing Committee will meet at regular intervals to enable formal consultation between senior management, staff, students and safety representatives.
- l) Recommendations arising from Health, Safety and Wellbeing Committee meetings will be actioned where appropriate by employees of the Shetland UHI or may be referred to the appropriate Committee for further discussion where any Shetland UHI decision is required.

### 3.3 Senior Management Team

The Senior Management Team will have an overall monitoring role of the Health and Safety Management System within Shetland UHI. All Senior Managers shall propose a representative from within their service area to be members of Health, Safety and Wellbeing Committee. They will communicate, promote and champion health and safety throughout the organisation.

### 3.4 Health & Safety Champion

The Head of Facilities will be the Health and Safety Champion for Shetland UHI. As part of this role, they will be Chair of the Health, Safety and Wellbeing Committee.

### 3.5 Provision of Information, Instruction and Training

Shetland UHI will fulfil its responsibility to provide information, instruction and training to ensure the health and safety of employees. It will ensure that adequate provision is made for the upkeep of a central training register. All relevant training records will be kept on this register and will be updated by Line Managers.

#### a) Information and Instruction

Shetland UHI will ensure that necessary information and instruction is provided to all employees, students, visitors and others. The form and content of this will be appropriate to the level of risk and will be reviewed in the light of changes in legislation, experience and new guidance from the HSE or other relevant bodies.

Health and Safety information is stored on the Peninsula Health and Safety Management system and on SharePoint. All current Shetland UHI health and safety related policies, supporting systems and guidance can be found in this section.

#### b) Training

- i. Each employee will be provided with adequate health and safety training as set out in the Shetland UHI Health & Safety Training Matrix which will be reviewed regularly:
  - a. On appointment.
    - Before being required to carry out new or unfamiliar tasks, especially when required to use new equipment, plant or machinery.
    - Specific job-related training will be identified by Line Managers during professional review and development meetings. These meetings will also identify where required training has not been carried out and ensure that suitable steps are taken to remedy this.
- ii. Attendance on Health and Safety Training Courses identified through the above processes will be mandatory.
- iii. Where members of staff have undertaken training in order to deliver courses to other employees, the level of such delivery will be agreed. Senior Managers will then ensure that this function is carried out to such agreed levels.

### 3.6 Safety Inspections

Formal health and safety inspections will be undertaken on a regular basis by the Compliance Officer in conjunction, wherever possible, with local Trade Union Safety Representatives. Such inspections will be undertaken, as a minimum, annually and records retained.

Trade Union Safety Representatives have the right to undertake safety inspections in work areas. Managers should participate in such inspections if so requested.

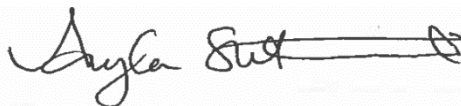
### 3.7 Monitoring

The effectiveness of Shetland UHI's Health and safety Policy will be monitored in the following ways:

- The Head of Facilities will monitor, analyse and report on reported accidents and incidents with a view to determining and eliminating their causes.
- Managers will ensure there are regular, documented and systematic inspections of workplaces and operations and review feedback from staff and others. These inspections and assessments will be reviewed on an annual basis as a minimum.
- The Head of Facilities will coordinate a programme of formal health and safety inspections and audits of all Shetland UHI services.
- Internal Audit will audit areas within the Policy to test compliance across the Shetland UHI and will highlight shortcomings to the Head of Facilities.
- The Head of Facilities will work in partnership with HR staff to monitor incidents of work-related ill health and develop strategies to address areas of concern.

### 3.9 Review

This statement of Shetland UHI's Health and safety Policy and the organisational arrangements for its implementation will be monitored, reviewed and when necessary, updated by the Head of Facilities in conjunction with Senior Management Team and the Health, Safety and Wellbeing Committee. This may include the production of new general or specific codes of practice or guidance.



Signed.....

...Date.....20/09/2023.....

Name and Title....Angela Sutherland Head of Facilities .....

### Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
1	16/2/23	Health & Safety Committee	Corrections of process and updating titles following structural changes	Angela Sutherland
2	20/09/2023	Health, Safety & Wellbeing Committee	Addition of review date for Fire Risk Assessments	Angela Sutherland

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