

UHI | PERTH

Health and Safety Policy

Version Control History

Version Number	Date of Change	Summary of Revisions Made
8	Aug 15	Revised H&S statement signed by new Chair Grant Myles. Revised purpose and Residences covered all year round; Managers have new responsibility to ensure risk control measures are implemented; H and S office has a new responsibility to link with IOSH and H and S Executive; all employees have responsibility to attend H and S training and report all accidents/incidents to line manager; contractors not to start work until H and S induction completed; students have a responsibility to wear PPE, not introduce equipment without employees authorisation, report accidents; new section on responsibilities of visitors.
8.1	July 2016	Footer updated to reflect new template model.
8.2	August 2016	Dates in footer and Policy updated and new Policies added to the list of Linked/Related Documents. Updated Policy Statement signed and included.
8.3	August 2017	Owner updated to reflect it is now the Principal and Chief Executive. Section 6: 2 Policies added: <ul style="list-style-type: none"> • Control of Noise at Work Policy. • Control of Vibration at Work Policy.
8.4	October 2017	The Principal and CEO has overall accountability as opposed to responsibility.
8.4	October 2017	The role of the Board of Management was to 'champion' H and S and that should be re-instated in the policy.
8.4	October 2017	Drafting changes to language as recommended by the Board of Management to encourage a more positive/inclusive health and safety culture.
8.5	September 2018	Insert at para 5.4 under "Managers shall", new bullet point: Change bullet point "Appoint a member of employees in their area as Risk Assessor" to read "Appoint a competent member of employees in their area as Risk Assessor" Amend para 5.6 to read: - The Health, Safety and Wellbeing Adviser is the appointed competent person for the College on matters of Health and Safety whose main responsibilities include.
9	September 2019	H&S Policy Statement of Intent, signed by Principal and Chief Executive and Chair of the Board of Management. Change of text in final paragraph to indicate the Organisation and Arrangements for the implementation of the Policy. Main Policy document remains unchanged.

Title: Health and Safety Policy

Version/Status: 13

Approved By/Date: Health & Safety Committee 09/11/2023

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Lead Editor: Health, Safety & Wellbeing Adviser

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10	April 2020	Revised statement of intent, minor changes to reflect USHA HASMAP requirements 4. Amend paragraph to reflect USHA HASMAP requirements 5. Change title to Organisational Roles and Responsibilities 6. Insert – (The list below is not exhaustive). Display Screen Equipment Policy, Health Surveillance Policy, Health & Safety Organisation & Arrangements
11	May 2021	Review of entire policy, Statement of Intent, Organisation and Arrangements. Arrangements are held as a separate document part of QUAL030
12	September 2022	Review of Statement of Intent, minor changes to wording in para 1 and 2, additional bullet points 4 and 5.
13	August 2023	Review and minor text change to statement of intent, Chair of Board of Management. Change of name from Perth College UHI to UHI Perth. Change of reference from “staff” to “employees”.

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UHI Perth

Health and Safety Policy Statement

The Board of Management of UHI Perth attaches the greatest importance to safeguarding the health, safety and welfare of all employees, students, visitors and others who use or visit the premises, and regards the promotion of health and safety measures as a mutual objective for management and employees at all levels.

It is the commitment of UHI Perth, hereinafter referred to as "the College", to act within the requirements of the Health and Safety at Work etc, Act 1974, and subsequent legislation, and to ensure that the health, safety and welfare of all employees, students, visitors and others who may be affected by our undertakings is safeguarded, so far as is reasonably practicable.

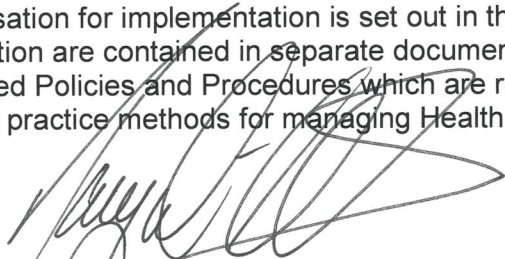
To meet these criteria, the College will:

- regard legal compliance as the lowest acceptable standard of management regarding health, safety and welfare.
- assess work activities by identification of hazards and evaluation of risks.
- minimise risk to health through the provision and maintenance of suitable plant, buildings, facilities, equipment, and the provision of safe systems of work.
- minimise unavoidable risks using physical control measures and issue of personal protective equipment.
- provide safe arrangements for the use, handling, storage and transport of articles and substances.
- provide necessary information, instruction, training and supervision to ensure the health and safety of employees and others.
- consult with employees' representatives on health and safety matters.
- provide a comprehensive and effective Occupational Health Service, including health surveillance where appropriate.
- implement a monitoring, inspection and audit process to ensure effective management of health and safety.
- co-ordinate, co-operate and exchange relevant information with organisations providing support and facilities to employees and students.
- co-ordinate, co-operate and exchange relevant information with contractors and visitors.
- integrate health and safety responsibilities into everyday working practices and managerial responsibilities.

The College requires that all employees, students, contractors and visitors co-operate in regarding safe working as a prime objective, by working within established safe procedures.

The Organisation for implementation is set out in the Health and Safety Policy. Arrangements for implementation are contained in separate documents and are to be read alongside associated Health and Safety related Policies and Procedures which are reviewed and updated as directed or as required, to ensure best practice methods for managing Health and Safety are achieved.

Signature:



Date:

22 August 2023

Dr Margaret Cook, Principal and Chief Executive

Signature:



Date:

12 August 2023

Graham Watson, Chair of the Board of Management

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Version/Status:

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Effective Publication Date:

Owner: Principal and Chief Executive

Lead Author: Health, Safety & Wellbeing Adviser

Review Timing/Date:

Health and Safety Policy

1 Purpose

UHI Perth (the College) recognises its responsibility under the provisions of the Health and Safety at Work etc Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, students, visitors and members of the public using the College premises and services. This Policy details roles and responsibilities to enable the College to fulfil these duties.

2 Scope

All employees, students and persons visiting all college premises: for example, contractors or members of the public.

Air Service Training (Engineering) Limited (AST). All AST employees, students and visitors are covered by this policy when they are located within the UHI Perth premises. However, AST have their own Health and Safety Policy for its operations elsewhere in the UK and overseas.

The UHI Perth Student Residences are covered by this Policy during the Academic Year (August to June). In the summer recess, the Residences are leased to the Scottish Youth Hostel Association and are covered by their Health and Safety Policy during that period.

3 Definitions

So far as is reasonably practicable: It is a balance between injury/harm, the chances of it happening, the numbers of people affected and the overall risk reduction balanced between time, inconvenience, money and effort.

4. The Board of Management and Senior Management Team (SMT) of UHI Perth attaches the greatest importance to safeguarding the health, safety and wellbeing of all employees, students, visitors and others who use the premises. It regards the prevention of injury and ill health and the promotion of health and safety measures as a mutual objective for management and employees at all levels.

This Policy is supported by Corporate and Health and Safety strategies, plans and health and safety objectives. The Health and Safety Policy and all related policies and procedures are an integral and fundamental part of the Health and Safety Management System.

Health and Safety Organisation

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UHI Perth is required to be proactive on health and safety management for legal, financial, and moral reasons. The primary legislation is the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1992.

Safety Management System

A safety management system is a system that organisations implement to help them systematically manage the health and safety elements in their work environments. Establishing set processes for employee health and safety helps increase systems efficiency, saves money and contributes to the minimisation of errors. A safety management system is therefore essential for ensuring the wellbeing of every person present in the workplace. The safety management system is implemented to proactively and effectively:

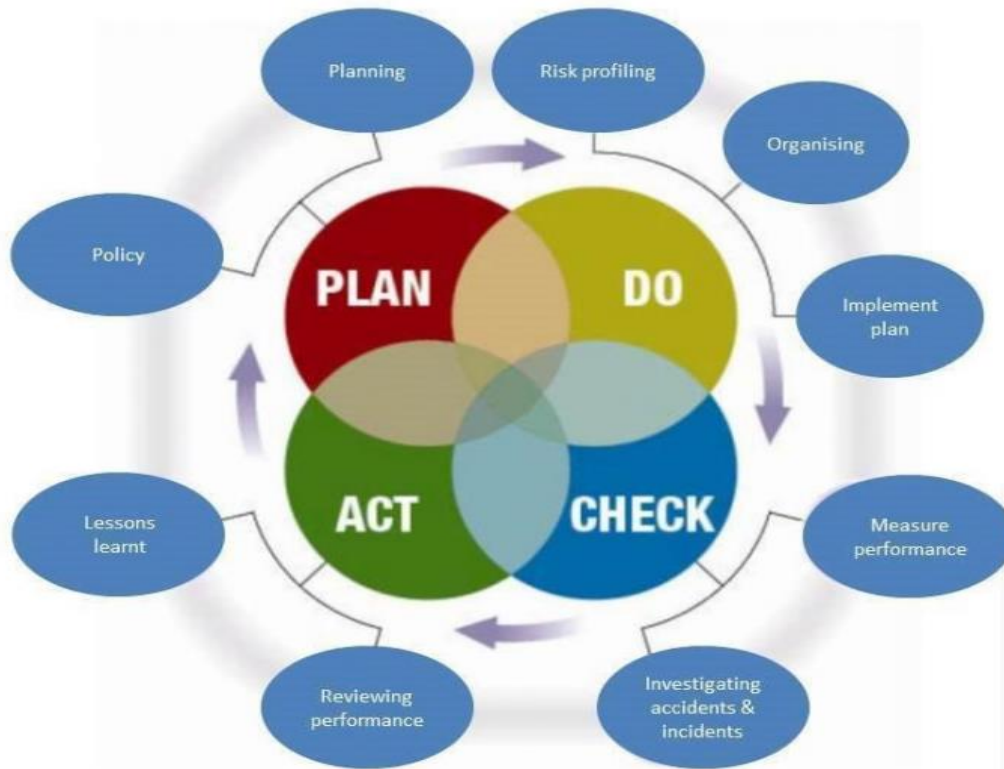
- Identify safety hazards and risks
- Implement controls and safety measures
- Prevent workplace health and safety incidents
- Respond to such incidents
- Report and document such incidents
- Prevent future incidents from happening

Four Key Stages

1. **PLANNING** - Setting Policy and Formulating a Safety Plan
2. **DOING** - Delivering the Safety Plan
3. **CHECKING** - Measuring Performance, i.e. Monitoring
4. **ACTING** - Reviewing Performance and acting upon lessons learnt to feed back into Stage 1.

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The success of the system will be defined as effective where the Senior Management, Management and all employees, understand and fulfil their individual and collective responsibilities in controlling risk and in meeting health and safety objectives. This will in turn reduce business interruption, reduce the number and severity of incidents while improving the health, safety and wellbeing of employees, service users and others who may be affected by our activities.

The main elements include:

Plan. Developing an approach that sets objectives and measures those objectives on a regular basis. The Health and Safety policy then sets a clear direction and ensures communication of Health and Safety duties and benefits throughout the College.

Do. Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.

Check. Implement monitoring and reporting arrangements allowing both specific (e.g. incident-led) and routine reports on the performance of Health and Safety.

Act. Review Health and Safety performance and establish whether the essential health and safety principles including effective leadership and management, competence, worker consultation and involvement have been embedded in the

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organisation and whether the system has been effective in managing risk and protecting people.

Sector Development Directors, Heads of Department and Sector Managers all play a crucial role in determining the effectiveness of the College's arrangements and gaining the support and enthusiasm of employees for giving health and safety a high priority. A demonstration of this commitment is seen by:

- Consulting, encouraging and participating in debate on health and safety matters with employees.
- Putting into place appropriate local arrangements to enable the College Health and Safety Policy to be implemented.
- Selecting and supporting key employees with specific safety responsibilities.
- Making the necessary resources available to enable health and safety problems to be remedied. This may vary between appointing additional personnel to certain safety duties or making available additional funds for new equipment etc.

UHI Perth responds to these obligations in the following way:

- Developing and implementing the College Health and Safety Policy and other health, safety and wellbeing policies and procedures.
- Monitoring and auditing the safety performance of the College's management units.
- Through the activities of the Health and Safety Committee.

UHI Perth shall establish and maintain an effective Safety Management System. Various duties are delegated to the heads of the management units to enable the statutory responsibilities to be discharged. These relate to establishing, and being effectively involved in an organisational structure within the management unit which enables safety arrangements to be devised, implemented, monitored and reviewed. Where responsibilities for health and safety are delegated to team members, accountability for health and safety still remains with managers.

Managers shall:

- Implement the Health and Safety Policy in relation to their area of responsibility.
- Appoint a competent member of employees as their area Health and Safety Lead.
- Appoint a competent member of employees in their area as Risk Assessor.
- Ensure, so far as is reasonably practicable, that conditions within their work area are safe and without risk to health, by ensuring that risk assessments are conducted and completed by a competent person trained in risk assessment and that control measures are implemented.
- Consult, encourage and participate in the promotion of health and safety matters with employees.

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- Ensure employees receive the necessary training to enable them to work safely. Training needs should be identified as a part of the risk assessment process.
- Ensure all accidents, incidents and near misses are reported using the appropriate reporting form as soon as possible regardless of whether an employee, student, volunteer, contractor or visitor has been affected.
- Investigate, or ensure investigation of accidents and unsafe work practices.
- Make health and safety a standing item on the agenda of team meetings.
- Raise any matters arising at team meetings on Health and Safety in the first instance with the Health and Safety Advisor.

The safety management system shall identify health and safety needs in accordance with health and safety related policies as well as legislation in relation to the organisation's work environments and industry. This shall entail identifying people responsible for managing health and safety elements and bringing them together to:

- Set up an H&S committee
- Appoint a committee chairperson
- Appoint representatives
- Establish committee structures and procedures
- Define the communication structure between the committee, employees, and management

Responsibilities

The policy of UHI Perth is to operate its services at all times in such a manner as to ensure 'so far as is reasonably practicable' the health and safety and welfare of its employees and all other persons who may be affected by our activities. The primary statutory responsibilities rest with the Principal and Chief Executive and the UHI Perth Board of Management as the employer.

UHI Perth Board of Management will meet its legal obligations taking every reasonable measure within its power to discharge its responsibilities for the provision, maintenance and improvement of:

- A safe and healthy place of work and working environment.
- Safe plant, equipment and systems of work.
- Safe handling, storage and transport of articles and substances.
- Information, instruction, training and supervision.
- Adequate welfare facilities at work.
- Consultation with safety representatives approved by recognised Trade Unions to enable them to carry out their tasks and by representation on the College Health & Safety Committee.

The success in meeting the above objectives is directly linked to the degree of active assistance given by everyone in the College, including employees, students, visitors and contractors. Employees are reminded of their legal duty to take reasonable care for health

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and safety of themselves and others and to co-operate with the Board of Management in meeting its legal obligation.

UHI Perth Board of Management

As the employer, the Board of Management has ultimate responsibility for health and safety within the College and on its sites and assumes the role of employer. As such their responsibilities are:

- To ensure the preparation and revision of an effective health and safety policy and the arrangements for the execution of that policy.
- To ensure sufficient resources are made available to achieve the objectives identified in this policy.
- Annually review and monitor the implementation of the health and safety policy.
- Aim to ensure a member of the Board sits on the College Health and Safety Committee.

The Principal and Chief Executive

The Principal and Chief Executive has overall responsibility for managing and implementing health and safety policy on a day-to-day basis and will:

- Liaise with the Board on policy issues.
- Ensure that any significant difficulties in implementing health and safety policies are reported to the Board.

The Depute Principal

- Understand the statutory requirements affecting College operations.
- Ensure that safety directives (new legislation etc.) are conveyed throughout all management levels.
- Support arrangements for funds & facilities to meet requirements of the policy.
- Promote the liaison on health and safety matters between all key stakeholders.

Senior Management Team (SMT)

- Sanction the necessary funding for adequate welfare facilities and equipment, training and all matters of Health and Safety to meet the requirements of the policy.
- Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury or damage.
- Know and promote the policy for Health & Safety and ensure that it is brought to the notice of all employees.
- Encourage proportionate health and safety training for all levels of employees.

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- Stipulate clearly and repeatedly to employees that safety is a College priority

Sector Development Directors/Sector Managers, Departmental Managers

Sector Development Directors/Sector Managers, Departmental Managers will report to the Senior Management Team and liaise with the Health & Safety Committee on all health and safety matters.

They will:

- Ensure that health and safety requirements of planned activities and courses can be satisfied before delivering these activities or courses.
- Ensure that potential students are informed of the health and safety requirements of courses via approved materials.
- Ensure that the College Health and Safety policies are implemented on a day-to-day basis.
- Ensure that employees, students and visitors to the site are provided with information on emergency and accident procedures and work-related ill-health, if appropriate.
- Ensure that safe working practices covering operations within their area are developed, maintained and reviewed as necessary.
- Reinforce the importance of health and safety among their employees and students.
- Ensure that new/inexperienced teaching employees receive a suitable level of training/induction/support to carry out their health and safety responsibilities.
- Acquire the necessary safety data sheets for hazardous substances undertaken in their area of responsibility.
- Provide assistance in completion of risk assessment of their work area.
- Ensure that defects or concerns are promptly reported according to safety procedures and that appropriate action is taken.
- Ensure that initial assessment and monitoring of work placement or training sub-contractors' suitability to manage the health and safety of any trainee placed with them by UHI Perth or in work experience placements is carried out in accordance with the relevant government body operating instructions.
- Liaise with outside statutory bodies as required to comply with legal requirements and further the improvements of health, safety and welfare in the workplace.
- Ensure that adequate employee and public liability insurance cover exists in both training provider premises and employer premises prior to entering trainees on a training programme.
- Screen potential employees and provide training for health and safety competence within their curriculum area, especially in high risk activities.
- Assist those designated to carry out health and safety inspections and assessments in the College to comply with their legal obligation.
- Report all adverse events.
- Attend Health & Safety Committee meetings.

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Technicians

- Support teaching employees in ensuring the safety of employees, students and visitors within their curriculum area.
- Ensure that equipment is maintained, safe to use or removed from use if unsafe.
- Undertake workplace safety inspections.
- Ensure that safety data sheets are obtained and the COSHH assessment register is maintained
- Maintain health and safety information relevant to the department for inspection and audit purposes.

Lecturers and Programme/Course Leaders

Lecturers and Programme/Course Leaders have a key responsibility for student safety.

They will:

- Oversee the safety of the students in the classroom, workshop, laboratory or any curriculum activity, including off site.
- In the case of students under 18 and/or students with special needs, the environment in which the learning is delivered should be such that the risk has been reduced to the lowest level practicable.
- Set a good example, supervise and practice safe working procedures.
- Promote 'good practice' through the quality of learning, understanding of health and safety and in developing a set of safe behaviours.
- Encourage students to understand the hazards present and the control measures put in place for their safety.
- Maintain adequate records in relation to student health and safety e.g. induction and curriculum safety training.
- Undertake visual inspections of all tools and equipment prior to use by students and take any item that appears damaged out of use.
- In the event of an emergency, oversee the safe evacuation of the students to the designated assembly points (or refuge areas if applicable).
- Report all accidents, incidents and near misses in accordance with College procedures.
- Report hazards / defects and make recommendations where necessary.
- Ensure all hazardous substances are included on the COSHH Register.
- Familiarise themselves with and conform to the College Health & Safety Policies and area codes of practice.
- Co-operate with senior managers in achieving legal and College health & safety objectives.

Head of Estates

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The Head of Estates is responsible for:

- Providing College premises with building fabric and services which are safe working environments.
- Ensuring that the fabric and services of College premises remain safe through appropriate repair, maintenance, inspection, examination and testing regimes.
- Ensuring that risks relating to building design, building fabric and building services in College premises are managed. These include (but are not limited to):
 - Fire;
 - Asbestos;
 - Legionella;
 - Statutory inspection, testing and maintenance of plant and equipment;
 - Control of contractors.

In addition, the Head of Estates will ensure that only competent contractors are employed to work at UHI Perth, that they are adequately insured, complete the appropriate risk assessments, method statements and appropriate safety documentation, receive adequate induction and are periodically checked as to the quality of work in progress and on completion.

Where major projects are approved, separate health & safety reports and risk assessments will be made available by the project review group.

Human Resources

Human resources will:

- Refer employees to the Occupational Health provider when necessary.
- Develop employee health services by promoting health screening and surveillance and preventative medical services.
- Develop health promotion and education initiatives as appropriate.
- Advise and support managers on disciplinary proceedings when required.

Occupational Health Provider

The College Occupational Health Provider will:

- Carry out health surveillance/health checks to employees who are referred by HR.

Health, Safety and Wellbeing Advisor

The Health, Safety and Wellbeing Advisor is the appointed Competent Person and reports to the Head of Human Resources and Organisational Development and the Health & Safety Committee, advising College Management and employees on all aspects of health and safety and shall:

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- Develop, promote and advise on the implementation of the health and safety policy.
- Report to the Health and Safety Committee on the record of health and safety for the College and advise on the effectiveness of the current policy together with any proposed amendments.
- Monitor, interpret and evaluate new legislation and/or changes in existing legislation and disseminate information to all employees, together with allied procedures and guidance notes.
- Monitor the implementation of health and safety practices and risk assessments.
- Investigate accidents, incidents and near misses, implement corrective action where required and recommend means of preventing reoccurrence.
- Recommend or provide safety training as required for all levels of employees.
- Manage the implementation of workplace inspections carried out by Departmental employees.
- Conduct periodic workplace inspections, record and report findings to Departmental Managers and the H&S Committee
- Monitor departments to ensure that only safe methods of work are in operation and that all regulations are being observed.
- Keep contact with official and professional bodies e.g. HSE, Local Authorities, Institution of Occupational Safety and Health, Royal Society for the Prevention of Accidents, British Safety Council and local Health and Safety Groups etc.
- Promote a positive safety culture and set a personal example.

Employees

The duties of employees are to:

- Take reasonable care for the health and safety of themselves and others who may be affected by their acts and omissions while on the College premises, its sites, and work placement or sub-contractor training organisations.
- Co-operate with College Managers in achieving legal and College health and safety objectives.
- Familiarise themselves with and conform to the College Health and Safety Policy, area codes of practice and associated policies on the maintenance of professional boundaries.
- Report promptly all accidents, incidents, near misses, unsafe conditions or practices and potential risks to their Line Managers and copy to Health, Safety and Wellbeing Adviser.
- Personally, demonstrate good standards of health and safety within the College environment.

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- Take particular care in all practical teaching areas, particularly where there are young and inexperienced students or those with learning difficulties and or disabilities.

Students and Trainees

Students and Trainees have a duty, by a contractual undertaking in their conditions of enrolment, to look after their own well-being. They are held to be equally responsible for the health and safety of others, or those who may be affected directly or indirectly by their behaviour on College premises. This will be reinforced through the induction and teaching process. This also applies where a trainee is employed or in a work placement. They will:

- Familiarise themselves with all health and safety information provided by the Training Provider, employer, placement provider, or training sub-contractor.
- Follow and act upon any instructions that are given either verbally or in writing by the Training Provider, placement provider or training sub-contractor in connection with health and safety.
- Bring to the attention of the Training Provider, employer, placement provider or training subcontractor any difficulty in understanding health and safety information or instructions provided by the relevant organisation.
- Co-operate fully at all times with all parties to ensure that statutory obligations are met.
- Report immediately to their supervisor, any hazard, and potential hazard, breakdowns in practice or procedures, unsafe conditions or defects to equipment which may affect health and safety in the workplace or College.
- Ensure that where necessary the relevant Personal Protective Equipment, supplied in connection with the task in hand, is used in the interests of health and safety.
- Advise their immediate supervisor of any personal difficulties associated with the use of any equipment provided.
- Attend all general and specific training required in connection with health and safety.
- Provide the Training Provider, College, employer and sub-contract training provider with any medical information which may affect personal health and safety or welfare.
- Report any accidents, incidents and near misses they are involved in.

Contractors and their Employees

All contractors and their employees must take reasonable care of themselves and of any other persons who may be affected by their actions, or what they fail to do at work.

Contractors and their employees must:

- Comply with this Policy.

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- Report any accidents, incidents and near misses to the Head of Estates in the first instance.
- Have risk assessments and method statements for work activities, however they can use their own format, but they must meet legal requirements.
- Not start any works until they have received a College Health and Safety induction.

Visitors

- Are expected to act in a responsible manner and not endanger any other persons by an act or omission on their part.
- Inform a College employee of any situation where they consider there to be the potential for harm to employees or others as a result of work activities.

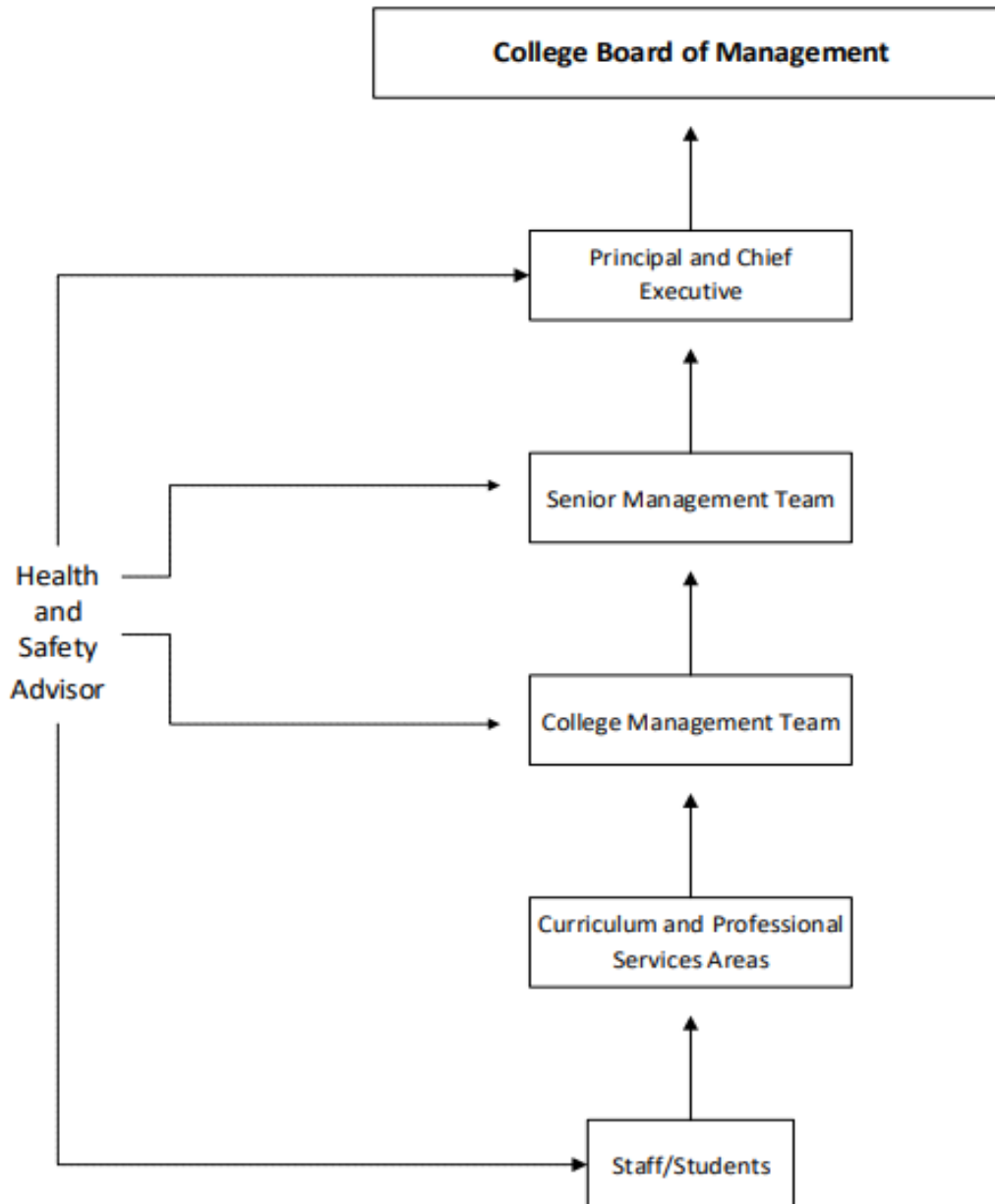
Quality Manager

Quality approval check of this Policy is the responsibility of the Head of Quality who will arrange for the Policy to be posted on the web.

As well as the above responsibilities, persons will have specific duties detailed in other policies eg First Aid policy, Stress Management policy, Smoking policy etc.

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The flow chart above shows the Organisational Structure of Health and Safety within UHI Perth.

Safety Representation

Representation on the Committee includes members of each curriculum area, department and potentially higher risk areas. Members shall attend meetings, raises safety issues and concerns, play an active part in the business of the Committee, feed back information to their area and promote health and safety in their workplace.

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Health and Safety Representatives appointed under the Health and Safety Committee and Safety Representatives Regulations 1977 have specific rights and responsibilities and provision is made to ensure that these can be exercised.

Health and Safety Committee

The Health and Safety Committee is mandated by Section 2(7) of the Health & Safety at Work (etc.) Act 1974 and recognised by the Secretary of State under Statutory Instrument 1977 No. 500 Health and Safety. It has the role of keeping under review the measures taken to ensure the effective management of the health and safety of employees, and also that of students, visitors, contractors and other persons who could be affected by the various work activities of the College or could, through their own work activities, adversely affect the health and safety of themselves and/or others

Health and Safety Committee Terms of Reference

Membership / Constitution

- Chair (Head of HR & OD)
- Member of Board of Management
- Depute Principal
- Vice Principal, Operations
- 4 x Sector Development Director(s)
- Unison Employee Side Representative(s)
- EIS Employee Side Representative(s)
- Head of Learning and Teaching Enhancement
- Head of Student Experience
- Head of Estates
- Head of ICT and Digital Transformation
- Head of Business Development
- Director of the Centre for Mountain Studies
- Library and Careers Team Leader
- Quality Manager
- Health, Safety and Wellbeing Advisor
- Student Body Representative
- Member of AST (invited member)

Each committee member is required to have a nominated deputy who is prepared to attend the Health and Safety Committee if the principal member is unable to do so. It is the responsibility of each member to ensure that their service or specific interests are represented at each meeting. They should also ensure that the Secretary of the Health and Safety Committee is aware of who the nominated deputy will be.

Quorum

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Lead Editor: Health, Safety & Wellbeing Adviser
EQIA Approval Date: 15/11/2023

The Quorum shall be 7 members.

Frequency of Meetings

The Committee shall meet no less than 3 times per year.

Objectives

The objectives of the Committee is to implement the principles of consultation and involvement enshrined in both the Safety Representatives and Safety Committees Regulations 1977 and in best practice health and safety management. The remit of the Committee extends to all aspects of occupational health and safety arising from College activities and the involvement process is inclusive of students as well as employees.

Terms of Reference

1. To monitor the organisation's health and safety performance against legal and statutory requirements.
2. Delivery of health and safety policy, strategy and plans and in particular, the College Health and Safety Programme and make recommendations.
3. To review annually the College health and safety management system and the relevant parts of the risk register and make recommendations.
4. Provide a consultation forum for management, employees and unions on health and safety matters
5. To promote co-operation between the College and its employees and students in instigating, developing and carrying out measures to ensure health, safety and welfare.
6. Ensure accidents and near misses are recorded, fully investigated and committed to reducing work-related injury and ill health and to take all reasonable steps to promote health and welfare at work
7. To review accident, incident, work related absence and occupational ill-health trends and to make recommendations for corrective action.
8. To consider reports on health and safety inspections, audits and other monitoring activities and make recommendations.
9. To consider reports and information provided by inspectors of the enforcing authorities.
10. To consider reports submitted by Trade Union Safety Representatives or other Committee members.
11. To promote and oversee health and safety training in the College at all levels and monitor attendee data.
12. Making recommendations on improvement of health and safety performance and minimisation of occupational injury and ill health as appropriate

Monitoring performance

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Measuring performance is an essential element in the Health and Safety Management System. UHI Perth shall establish formal inspection and monitoring arrangements to assess the effectiveness of its systems, to identify areas requiring improvement and recommend corrective action based on the HSE guidance “Measuring Health & Safety Performance” which will be recorded on a Health and Safety Action Plan.

Reviewing performance

UHI Perth undertakes periodic management review meetings. Minutes are taken as a record of the meeting and to record actions agreed and implemented. The output will satisfy the aim for the improvement of the safety management system.

Continuous Improvement

UHI Perth’s Health and Safety Management System (SMS) is designed to give all departments the tools they require to identify and document occupational health and safety hazards, evaluate the risks associated with the hazards and manage preventive and protective measures.

Safety Monitoring is a means to verify safety performance through inspection and audit, systematically collecting and reviewing health and safety data within a curriculum area or department.

Safety Review is the systematic examination of the data collected, through monitoring the elements of the SMS, for evaluation and determination of suggested actions for improvement.

Continuous Improvement occurs when the suggested actions are acted upon and improvements are made so that the value of the SMS is enhanced.

In order to develop and sustain a functioning SMS all elements of the SMS must be monitored and reviewed regularly to ensure continuous improvement. Monitoring must be done through data collection and documentation, review occurs by thoroughly examining the data and making any necessary improvements. The Inspection and Audit element of the SMS outlines the documentation that must be monitored and reviewed to ensure continuous improvement.

The SMS will be informally monitored and reviewed through continuous implementation of the elements. In addition, there shall be a review and update of the SMS when significant changes or needs are identified, such as, but not limited to:

- Significant organisational change.
- Significant changes to the physical structure of the workplace.
- Addition of new job categories and personnel to the workplace.

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- Occurrence of any serious incident, whether or not injuries or property damage occurs.

Auditing

UHI Perth has developed a procedure for carrying out an annual safety audit of all business activities. This will enable management to appreciate an overview of performance, gauging the effectiveness of systems, identifying areas of failure or concern, positive developments and improvements and making recommendations for continuous improvement. Following the audit, an action plan and schedule will be agreed for implementation of recommendations and the Health and Safety Action Plan will be modified accordingly.

Safety Inspections

In addition to the review of accident and incident data and progress against the Health and Safety Action Plan, a system of workplace inspections is used to monitor and measure the effectiveness of the health and safety management system and to ensure compliance.

Workplace inspections of areas will take place conducted by managers and technical employees from that area. Frequency is based on the risk assessment process with those higher risk areas undertaking more frequent inspections. Following the workplace inspection, an action plan and schedule will be developed identifying areas of concern and remedial actions or recommendations. The action plan shall be monitored by the manager and the HSWA. Reports are submitted to the Health and Safety Committee.

Formal workplace inspections are scheduled and carried out by the Health, Safety and Wellbeing Advisor with the relevant managers at least once per year. Trade Union Safety Representatives shall be invited to these formal inspections. The findings of these inspections are fed back to the managers and the Health and Safety Committee for review. Following formal workplace inspection, an action plan and schedule will be developed identifying areas of concern and remedial actions or recommendations. The action plan shall be monitored by the manager and HSWA. Reports are submitted to the Health and Safety Committee.

There will be a periodic independent audit of the Health and Safety Management System conducted by an external agency. The findings of the audit will be reviewed by the Health and Safety Committee. A Health and Safety Action Plan will be developed, reported and reviewed periodically by the Health and Safety Committee.

Communicating Health and Safety

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Health and safety information will be communicated via the various methods available to employees and others:

- **Intranet (PerthHub)** - policies and procedures;
- **Email** - facility for regular information and announcement of updates to policies, procedures, posters, notices, etc.
- **Face to face** communication, telephone and printed materials in the form of posters, notices, signs and charts will be utilised as appropriate.
- **SharePoint Health and Safety Homepage**, accessible via the intranet (PerthHub). H&S homepage can be viewed from any location with access to all persons permitted to view. Documents contained within this facility must not be altered by persons other than the designated author. All H&S documentation is available; risk assessment, inspection, audit, COSHH.
- Any hard copies of the documents should be checked for currency and old hard copies disposed of upon updates being introduced which will be notified as appropriate via email to all employees.

Reporting

The Committee shall report to the Audit Committee and onward to the Board of Management.

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