



University
of Glasgow | School of Mathematics
& Statistics

HEALTH, SAFETY & WELLBEING POLICY
SEPTEMBER 2018

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SIGNED: Professor Ian Strachan, Head of School
DATED: September 2018

Statement of Intent

1 The School of “M&S” (“MATHEMATICS & STATISTICS”) a division of the central administration recognises and accepts its legal obligations (under the Health & Safety at Work Act 1974) and all applicable regulations made under it) to ensure, as far as is reasonably practicable, the health, safety and wellbeing at work of all its employees, trainees, undergraduate and postgraduate students, University estates personnel, contractors and temporary workers (“Employees”) and also the health, safety and wellbeing of visitors and other persons who attend or use its premises and who may be affected by its work (“Visitors”).

2 In accordance with its legal obligations, the School in the process of carrying out a risk assessments of all its activities, equipment, facilities, buildings and all other related arrangements where matters of health, safety and wellbeing may be involved. The Health & Safety Co-ordinator, and Head of School Administration Chanel McIsaac, is responsible for the preparation and issue of risk assessments.

This Health, Safety & Wellbeing Policy (“the Policy”) is designed to enable the School to comply with its statutory health and safety obligations, to apply the necessary measures identified in its risk assessment and to adopt all other reasonably practicable measures to:

- 2.1 reduce hazards and the risk of personal injury to its Employees, other University employees, undergraduate, postgraduate students and visitors arising out of its activities;
- 2.2 maintain a safe and healthy place of work; and
- 2.3 Reduce hazards and the risk of damage to its property.

3 In particular, the School shall:

- 3.1 continue to identify hazards and assess risks to health, safety and wellbeing; ensuring that written risk assessments are undertaken and recorded centrally
- 3.2 maintain any place of work under its control (including access and egress) safe and free to risk of health;
- 3.3 provide and ensure adequate competency of employees and provide appropriate information, instructions, training and supervision, ensuring that where identified adequate funding is provided for suitable instruction and training
- 3.4 consult with all the Employees and safety representatives on health, safety and wellbeing matters;
- 3.5 monitor, inspect and review the implementation of this Policy; and
- 3.6 monitor review and update this Policy as and when necessary.

4 To this end, proper implementation and application of this Policy by everyone is essential. Employees and visitors are required to comply with the terms of this Policy and any other related arrangements or policies, made by the School take all reasonable steps to protect their own safety and that of other Employees; and co-operate with the Head of School in the implementation of this Policy.

5 The ultimate responsibility for overseeing the implementation of this Health, Safety & Wellbeing Policy rests with the Head of School.

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SIGNED: Professor Ian Strachan, Head of School

DATED: September 2018

Health Safety & Wellbeing Policy

The health, safety and wellbeing policy of the School of operates within the framework of the University policy which states (see <http://www.gla.ac.uk/services/seps/policies/>).

“It is the policy of the School to ensure, so far as is reasonably practicable, the health, safety and wellbeing whilst at work of all employees and students of the School. It is also our policy to ensure, so far as is reasonably practicable, the health, safety and wellbeing of contractors, visitors and others who may be affected by the School activities.

The School considers that good health and safety performance is a necessary requirement if the School’s principal function of teaching and research are to be effectively realised and should be resourced accordingly. The School is committed to the following objectives:-

- Compliance with all legal requirements relevant to health, safety and wellbeing;
- Prevention of injury and health impairment of all persons affected by the activities of the School;
- Adoption and promotion of “best practice” in all aspects of health, safety and wellbeing at work, where it is reasonably practicable to do so.

Both in legal and practical terms, the primary responsibility for ensuring the safe conduct of any activity rests with those who arrange and direct the work. Health, safety and wellbeing is therefore an important issue which needs to be considered at all levels of management. Commitment from the most senior management of the School and within individual services is of paramount importance and specific duties are delegated to them accordingly. However, the commitment and co-operation of all staff and students of the School is essential if health, safety and wellbeing is to be ensured.

In order to meet the School’s health, safety and wellbeing objectives it is essential that all potential hazards that may exist through the activities of the School are identified and steps taken to control the risks arising from these. To ensure that this is done in an efficient, systematic and cost effective manner a risk assessment based approach will be followed. Such a strategy is not only a legal requirement but also ensures that efforts are targeted towards dealing with those areas and activities where the greatest potential for harm exists. Further explanation of this is given later in this document.

Where **specific** legal requirements exist, compliance with these is mandatory. Where this standard is insufficient to ensure health, safety and wellbeing the higher standards must be adopted”.

The health, safety and wellbeing of staff and students has a high priority even though in a *low risk office environment*, health, safety and wellbeing issues do not always have a high profile. The School is committed to adhering to the general aims of the University policy through the local management and regular monitoring of health, safety and wellbeing issue.

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Management

- 1.1 The ultimate responsibility for preparing and reviewing this Policy rests with the Head of School. If necessary, he/she shall be assisted by the School Health, Safety & Wellbeing Co-ordinator and/or other members of management and/or Employees appointed by him/her from time to time.
- 1.2 The Head of School is also responsible for the implementation of this Policy. However, this responsibility may also be shared with Employees and the School Health, Safety & Wellbeing Co-ordinator.
- 1.3 In particular the School Health, Safety & Wellbeing Co-ordinator (for all work, work areas, Employees and Visitors of the Scholl) shall be responsible for:
 - 1.3.1 identifying hazards, evaluating risks and producing a written risk assessment for all activities putting in place arrangements for controlling and reducing such risks
 - 1.3.2 monitoring the implementation of this Policy
 - 1.3.3 advising all Employees in their area(s) of responsibility on all matters of health, safety and wellbeing
 - 1.3.4 monitoring the physical conditions of premises at their area(s) of responsibility to ensure that Employees and Visitors are exposed to the lowest reasonable practicable level or risk
 - 1.3.5 providing and communicating up-to-date health, safety and wellbeing information; through the Head of School and/or SEPS Team
 - 1.3.6 providing or arranging health, safety and wellbeing training through the Head of School or SEPS Team
 - 1.3.7 liaising with the health, safety and wellbeing enforcing authorise
 - 1.3.8 provide support for the Head of School
 - 1.3.9 update the School Health, Safety & Wellbeing Handbook
- 1.4 In addition, the School Health, Safety & Wellbeing Co-ordinator must make appropriate arrangements to monitor the effectiveness of all health, safety and wellbeing arrangements within their areas of responsibility (including regular safety audits). Where necessary, remedial action should be agreed on, reported to the Head of School and/or SEPS and carried out within reasonable time.
- 1.5 In addition, School Health, Safety & Wellbeing Co-ordinator shall consult with all the Employees on health and safety matters.
- 1.6 It is the responsibility of the School Health, Safety & Wellbeing Co-ordinator to ensure that all new Employees receive the health, safety and wellbeing handbook within reasonable time of joining, normally one month.

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Employees

- 2.1 Employees have a duty to take reasonable care for their health, safety and wellbeing and that of others who may be affected by their actions or omissions.
- 2.2 In addition, Employees are required to comply with the terms of this Policy and Handbook to the extent that it applies to them. Failure to do so may result in disciplinary action (including, where appropriate, dismissal). In particular, Employees should become familiar with the provisions dealing with emergencies, fire precautions and procedures, bomb alert procedures and first aid arrangements.
- 2.3 Employees are required to report to the Head of School and/or School Health, Safety & Wellbeing Co-ordinator anything which they suspect may represent a serious and immediate health, safety and wellbeing danger and/or a shortcoming in the School's health and safety arrangements.
- 2.4 Any Employee who has a disability or who otherwise suffers from any condition which may affect the implementation of any of the terms of this Policy in relation to him/her, is encouraged to inform their line manager of their disability or condition and any effect it may have. The information must then be conveyed to the School Health, Safety & Wellbeing Co-ordinator so that suitable actions can be agreed.
- 2.5 No person may intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or wellbeing under this Policy. An Employee who is suspected of such interference or misuse may be subject to disciplinary action in accordance with Human Resources Policies.
- 2.6 An Employee who has any question in relation to this Policy or any health and safety matter, should contact the School Health, Safety & Wellbeing Co-ordinator.
- 2.7 Information and suitable instruction is available from School Health, Safety & Wellbeing Handbook, Health, Safety & Wellbeing Co-ordinator, the University's Safety and Environmental Protection Services (SEPS) website or other Safety Websites.
<http://www.gla.ac.uk/services/seps/index.html>

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