UNIVERSITY OF THE WEST of SCOTLAND

UWS

Health and Safety General Statement

Reviewed: February 2026



Health and Safety General Statement and Appendix

UNIVERSITY OF THE WEST of SCOTLAND

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1.0 The Principal and Vice Chancellor, and the Chair of the University Court of the University of the West of Scotland believe that the health and safety of our staff, students and visitors is of paramount importance, and we:

Recognise that effective health, safety and environmental management will maximise the wellbeing and productivity of all University stakeholders and that this is best achieved through the involvement, commitment and competence of staff and students at all levels of the organisation.

Recognise that effective health, safety and environmental management is a legal obligation and that we are responsible for ensuring that this is fully integrated into the University's culture, values and performance standards.

Aim to achieve this integration through strong leadership, including the appointment of Health and Safety Champions with the responsibility to support health and safety throughout the organisation and ensure that it is considered in planning and decision making processes.

Aim, not only to meet the legal requirements of health, safety and environmental legislation, but through review processes, continually evolve the management systems to achieve best practice and ensure appropriate resources are applied to this.

Aim to reduce the incidence rates of accidents and incidents arising out of the University's operations on or off the University premises and ensure the provision and maintenance of safe plant and equipment as well as the safe handling and use of substances.

Encourage the continuous development of an evolving Health and Safety Policy and Management Systems that meet the changing needs of the University.

Support a Health and Safety Committee to consult with staff and students and monitor all aspects of health, safety and environmental performance including through receiving reports that compare the University's health and safety performance with sector and national standards.

Will continually monitor health, safety, wellbeing and environmental performance at all levels within the University by receiving and considering reports from the University Health and Safety Committee, including an Annual Report of the work of the Committee.

In carrying out its responsibility, the University will also ensure that it takes cognisance of the Equality Act 2010 to ensure that it supports staff with protected characteristics and ensure reasonable adjustments are made, and risks are managed when carrying out risk assessments and making safety provision.

Signed



Professor James Miller
Principal and Vice-Chancellor

Signed



Joyce White OBE
Chair of the University Court

Appendix 2

2.0 UNIVERSITY ROLES AND RESPONSIBILITIES

This section of the Health and Safety Policy sets out the roles and responsibilities of key stakeholders within the University. It also outlines the organisational expectations of those who are not employees e.g. students, partner organisations, contractors, visitors and members of the public, where these people have contact with the University. This policy applies to those working on all campuses of the University, including within residential properties and to work carried out in places other than within the University grounds (e.g. fieldwork, consultancy, work based placement learning, University vehicles).

2.1 The Principal and Vice Chancellor and the Chair of the University Court

The Principal and Vice Chancellor and the Chair of the University Court are the ultimate Responsible Person(s) for Health and Safety within the University and have overall authority for The University's Health and Safety performance and the organisational culture it operates within. This responsibility is formed by the employers' legal duties and an individual accountability to ensure corporate policy is implemented and legal requirements are met, and that sufficient financial and material resources are available for the discharge of statutory duties.

2.2. Vice Chancellors Executive (VCE)

VCE is accountable to the Principal and Vice Chancellor for the support and promotion of positive Health and Safety culture within their areas of responsibility.

This includes the implementation of, and compliance with, the University's policies and standards by ensuring that: -

- they are familiar with, and understand the requirements of, the relevant legislation as it applies to their portfolio of services and have the necessary personal training and development to ensure their competence.

- they maintain effective Health and Safety management system.

- they act as Health and Safety role models who demonstrate a commitment to a positive and effective culture which encourages people to take personal responsibility for the proportionate management of risk.

2.3. Vice Principal (Finance & Infrastructure)

In addition to, and without detracting from, the general responsibilities of VCE, the role of the Vice Principal (Finance & Infrastructure) is to: -

- takes operational responsibility including Chairing the Health & Safety Committee, as the responsible person for Health and Safety on behalf of the Principal and Vice Chancellor;

- present an annual management review of University Health and Safety performance to the Resources and People sub-committee of Court (RPC);

- ensure that the Health and safety policy, procedures, protocols, arrangements and guidance have been implemented effectively through feedback from the Health & Safety team and champions;

- receive reports of any significant Health and Safety issues and the outcomes of investigations from the Health and Safety Team and escalate where appropriate.

2.4 Director of Estates & Campus Services

The Director of Estates & Campus Services has overall responsibility for the Management and control of the Estates appointed Contractors and Buildings and ensuring the implementation of the Health and Safety Policy. Also, for ensuring the health, safety, and welfare of all Estates Staff and those affected by operations and occupation of the Estate.

He/she shall so far as reasonably practicable:

- be aware of their legal duties towards health, safety and welfare at work and ensure that all Estates employees know and understand their duties under health and safety legislation;
- ensure the presence of management controls to facilitate adherence in all aspects to the Health and Safety policy of The University of the West of Scotland and in particular that all resources required for implementation are available where reasonably practicable;
- plan, organise, control, monitor and review the arrangements for safety including the arrangements for any visitors and contractors;
- continually review the effectiveness of the operation and the Estates input to the Health and Safety Policy;
- ensure that all work processes and systems under the control of Estates are safe and without risks to health;
- access adequate and competent health and safety advice available from the UWS Health and Safety team or external to ensure that best practice is adopted and that any ill health, accidents, incidents or near misses are reported;
- ensure that suitable and sufficient assessments of the risks to health and safety of all persons who may be affected by the department's undertakings are carried out;
- ensure that employees have received all relevant information, instruction, supervision and training (including emergency procedures and response) in order that they may carry out their duties without risk to themselves or others;
- ensure that any defective estates plant, equipment, machinery, tools or vehicles are withdrawn from use or operation as soon as is practicable, for repair or replacement as appropriate;

- ensure that all necessary safety equipment and protective clothing is available for Estates personnel as required and that they are used in accordance with any training provided;
- ensure that standard operating procedures, general risk assessments and specific risk assessments are completed as required by law;
- raise issues that may affect the wider University community with VCE;
- ensuring appropriate procedures and controls are in place to make sure the health and safety related checks, servicing and inspections are carried out in a timely manner;
- ensure controls are in place to guarantee all visitors to the site are safe and that appropriate welfare facilities are provided; and
- developing and promoting a positive health and safety culture across the organisation; and
- ensure that procedures are in place to confirm that all contractors visiting sites to carry out work have the relevant competence to ensure that the work is carried out safely.

2.5 Faculty Deans and Directors or Heads of Departments

All Faculty Deans and Directors or Heads of Departments are responsible to VCE for ensuring the promotion and sustainability of positive health and safety behaviours. This requires the successful implementation of policy, standards and procedure as well as active monitoring of performance, by services and individuals. In general**,** this will require them to: -

- understand the health and safety legislation, procedures and practices that apply to their Faculties, departments, activities, offices etc.;
- adhere to the University health and safety management arrangements and any additional measures set by VCE;
- collaborate with the University competent persons for health and safety;
- ensure all accidents/incidents, near misses and injuries and incidents of loss and damage are recorded, investigated and reported appropriately and that any preventative or corrective action is implemented in a timely manner and communicated to all parties;
- nominate a senior member of staff from the Faculty or department to act as the Health and Safety Champion and ensure they chair/attend the relevant health and safety group/forum as prescribed below (Section 2.6).

2.6 Health and Safety Champion

The Health and Safety Champion, normally a senior management role is responsible for:-

- allocating sufficient time and resources to assess Faculty/department health and safety requirements, major incidents, accidents or property damage, including initial incident investigation;

- acting on behalf of and in conjunction with the Dean of Faculty/Director or Head of Department in the implementation of a health and safety management system;
- discussing and formulating effective service health and safety arrangements which include safe working practices, health and safety active monitoring;
- appropriate management and employee awareness about relevant health and safety issues in all working environments where the Faculty/department is represented;
- ensuring unresolved health and safety issues are either addressed or referred back to the Dean of Faculty/Director or Head of Department for action;
- chair the Faculty or Department Health and Safety Group and attend the University Health and Safety Committee and/or any associated local forum. Which group Champions attend is dependent upon the size and level of risk associated with departments, following consultation with the Health and Safety Team;
- ensuring that effective statistical data on accident trends and any other relevant health and safety issues is prepared and analysed and reported to champions relevant group;
- ensuring that health and safety objectives are integrated into relevant business planning and monitoring health and safety training programmes;
- ensuring that all local Trade Union Safety representatives and any other representative of employee safety are effectively consulted on health and safety; and
- ensuring that all relevant health and safety information is communicated to all Faculties/department areas.

2.7 Employees, Students, Volunteers and People on Work Experience

The University reminds all employees, students and others engaged in activities on its behalf**,** of their own health and safety responsibilities which are to:-

- take care of their own safety and that of others who may be affected by their activities;
- cooperate with the University on health and safety matters so as to enable it to carry out its own responsibilities and comply with relevant legislative requirements;
- not intentionally or recklessly interfere with, or misuse anything provided in the interests of health and safety and to inform managers of any dangerous work situations;
- cooperate and comply with managers/academic tutors (in the undertaking of risk assessments and any control measures) and observe safe systems of work where these are in operation;
- cooperate and comply if and when requested in the monitoring, audit and review of the University's health and safety management system by the Health and Safety Team in accordance with the audit protocol and timetable;
- participate in health and safety training where required to do so;

- use any personal protective equipment provided, to take reasonable care of it and to report any loss or defect in accordance with Faculty/department arrangements; and
- Report accidents/incidents, near misses and acts of violence or aggression to their line manager and complete accident/incidents via the University Awaken System in order that remedial action may be undertaken where necessary with a view to preventing recurrence.

2.8 Line Manager / Personal Tutor

The term "line manager" refers to anyone working at the University who guides or controls research, teaching, budget, workspace or people (staff or visiting researchers).

The term "personal tutor" refers to anyone who is in charge of a student or group of students on behalf of the University at any given time. This is not location specific and includes all elements of a teaching or supervision programme.

Line Managers and Personal Tutors shall: -

- ensure that risk assessment(s) in their area are carried out;
- approve the risk assessment(s);
- ensure that risk assessments are recorded, regularly reviewed, updated and shared with affected people. If the people, processes or activities involved change, or if an accident, incident or near miss occurs, the risk assessment should be reviewed immediately;
- ensure that where the need for health surveillance is identified in a risk assessment, staff within their remit are referred to UWS Occupational Health and, where required, attend sessions for health surveillance;
- ensure that staff and students within their remit receive induction training, resource (including time), advice and support, and are supervised until deemed competent;
- ensure that when Postgraduate Research Students undertake paid work for the University they are classed as staff, are managed rather than supervised and given extra support and training;
- raise any issues of non-compliance or concern through their line management structure;
- ensure that risk assessments take place, based on level of risk, at the planning stage, before work begins, of any research proposal, are regularly reviewed, kept up to date as the research proceeds, and that any changes are shared with all involved;
- Provide a level of supervising, training and induction based on the risks involved in the work, and the individual experience and competency of the student;
- actively support the promotion of positive health and safety behaviour and take personal responsibility for encouraging and sharing best practice;
- undertake relevant mandatory health and safety training;

- ensure adequate resources are made available for the effective implementation of management systems and risk controls;
- seek support from the University's Health and Safety Manager to inform decision making, where appropriate;
- that University staff, students, visitors and others understand their roles in the management of health and safety and conduct themselves accordingly;
- provide information and returns for monitoring purposes in accordance with the University's health and safety assurance and monitoring framework;
- statutory inspections of workplace equipment and systems are completed by the appropriate person's;
- ensure that all work related hazards are identified; suitable and sufficient risk assessments are undertaken to reduce risks to a level that is as low as reasonably practicable; record the significant findings and implement any necessary control measures; and
- ensure that all accidents/incidents, near misses and acts of violence or aggression to members of their team are investigated and reported appropriately.

2.9 Health and Safety Manager

Reporting to the Director of Estates & Campus Services, the Health and Safety Manager is responsible for ensuring that all senior staff receive adequate professional advice and support to enable them to fulfil their health and safety responsibilities and to comply with University's Health and Safety policy.

The Health and Safety Manager is responsible for: -

- establishing and maintaining a robust health and safety management system to comply with relevant legislation;
- developing the Health and Safety Policy and Fire Safety Plan, ensuring they are reviewed regularly and revised if required;
- advice to senior staff on current, amended and emerging legislation which may have an impact on the day-to-day duties of the University;
- preparing reports for submission to the VCE and RPC on the overall performance of the health and safety management system, making recommendations where appropriate;
- directing the work of the Health and Safety Officer(s) and Fire Safety Officer within the Health and Safety Team and liaising with other relevant individuals, Faculties/departments to ensure that information is shared;
- keep statistical information on all accidents and monitor all accident and incidents that are reported under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) via the University's accident/incident recording system advising where remedial action may be required;
- undertaking the timely investigation of all serious incidents (including accidents, dangerous occurrences and near misses) and work related ill health investigations;

- undertaking audits and inspections to ensure that policy, procedures and protocols are appropriately applied; and
- liaise with the University nominated person(s) regarding substances or equipment emitting radiation and on all aspects of radiological and biological safety.

2.10 Health and Safety Officer(s)

Health and Safety Officer(s) report to the Health and Safety Manager are responsible for:-

- ensuring that the University's health and safety management system is actively promoted and maintained;
- establishing and implementing health and safety policy, procedures, protocols, and safety management system in order to enable staff to deliver their obligations under Health and Safety Legislation;
- promoting robust health and safety practice within the day-to-day activities and culture of the University;
- ensuring that the University maintains a consistent approach in the delivery of health and safety management through the establishment of University wide policy, procedures and protocols and the provision of advice and guidance;
- providing support to managers as regards their health and safety responsibilities;
- providing health and safety training for managers, staff, students within the University as appropriate;
- undertaking audit and monitoring of the health and safety management systems and inspections to ensure that policies and procedures are appropriately applied;
- promotion and support of the role of Health and Safety Champions to ensure that all Faculty/departments have adequate health and safety representation;
- attend any relevant Health and Safety Groups and chair the Health and Safety Champions Forum.
- maintaining contact with local, national, and sector specific, health and safety organisations such as the Health and Safety Executive (HSE), University Safety and Health Association (USHA), keeping current with advice and guidance when so required;
- co-operation and consultation with management safety representatives (trade union and non-trade union) on all work-related health and safety issues and safe systems of work.

2.11 Vice Principal (People & Wellbeing)

The University is committed to the prevention of occupational ill health and will take steps to ensure that all incidents of reported occupational ill health are recorded. The University will strive to ensure an improvement and a reduction in ill health incidents.

Occupational Health is concerned with the effects of work on health and health on work. It monitors how work and the working environment can affect the employee and how the health of the employee can affect their work for the organisation.

The University provide an in house Occupational Health Service which offers advice and support on the following: -

- Adapting work to the capabilities of staff taking into account their state of physical and mental health;
- Advising on planning and organisation of work and working practices;
- Contributing to occupational rehabilitation by supporting employees to remain at work, or assisting them to achieve and sustain a return to work;
- Providing advice, information and education;
- Identifying and assessing the risks from health hazards in the workplace;
- Surveillance of employee and student health in relation to work; and
- Referral of employees to other support services within the University for example, Fire Safety for a Personal Emergency Evacuation Plan (PEEPs) for disabled staff or referring employees on through the early interventions' initiative.

For further information please contact Occupational Health or for employees without access to the University website please ask your line manager, Human Resources Business Partner or trade union representative.

2.12 Head of Procurement

The Head of Procurement in the University is responsible for putting arrangements in place to ensure that: -

- suppliers of goods and/or services are comprehensively evaluated for their health, safety and welfare provision and meet University standards; and
- goods and/or services conform to University's requirements.

2.13 Trade Union Representatives

The University recognised Trade Union Representatives that have been appointed to represent the wide range of employee members. Trade Unions should elect a Trade Union Health and Safety Representative to act as the primary link on health and safety matters. This person will then attend the Health and Safety Committee on behalf of its membership.

Trade Union Health and Safety Representative(s) have the same responsibilities as other employees. However, in addition to these responsibilities they also have rights under the Safety Representatives and Safety Committees Regulations 1977 including: -

- carrying out health and safety inspections.
- assisting with accident investigations.
- receiving information from the employer regarding matters of health and safety; and

- being involved in the consultation process on health and safety policies and procedures.

Trade Union Health and Safety Representatives will be elected in accordance with their trade union's rules and will have completed appropriate training to enable them to carry out their role.

Appendix 3

3.0 ARRANGEMENTS

This policy outlines the commitment of the University in providing safe places of work and healthy working environments and is compliant with any Health and Safety legislative requirements. This policy applies to all employees and other people who may be affected by the activities of the University, including students, visitors and members of the public.

This policy has been approved by the University of the West of Scotland, which places the duty upon the Principal and Vice Chancellor, and the Chair of the University Court to act as the responsible officer(s) in identifying suitable and sufficient arrangements including implementation and review. In accordance with S*ection 2 (3) of the Health and Safety at Work Act 1974*, this policy and accompanying general statement is issued for the information of all employees.

The University recognises and accepts its responsibility as an employer for providing a safe and healthy environment for all its employees and conducting its business without risk to the health and safety of others.

All additional policies and procedures relating to specific health and safety issues are available on the UWS Website.

The policy will be kept under regular review and amended when necessary.

The arrangements necessary for health and safety management. It should be noted that what follows here is a summary of the arrangements. A link to all related policies and procedures can be found at the end of this policy (Section 6.0).

3.1 Risk Based Assessment

This policy is based on an effective health and safety management system which aims to minimise risks to employees, students and others. Faculties and department areas need to assess their health and safety risks. Where risks are present, they will be subject to a formal risk assessment which will determine the control measures to be used. Risk assessments can be for a particular activity, event, student trip, piece of equipment, or person centred to cover a specific situation or hazard. All risk assessments ***must*** be completed using the recognised University of West of Scotland templates and guidance issued by the Health and Safety Team.

3.2 Health and Safety Advice

In accordance with the Management of Health and Safety at Work Regulations 1999, the University has fully qualified and competent health and safety practitioners who are able to offer advice on all aspects of health and safety including the completion of risk assessments. Their roles and responsibilities are outlined in paragraph 2.9 and 2.10 of this policy.

3.3 Training and Information

Health and safety training and information will be provided to employees in the following ways:-

- During induction training;
- By attendance at formal training courses covering general health and safety awareness;
- By undertaking specified E learning courses;
- By undertaking the H&S Your Role as a Manager & Risk Assessment training;
- By participation in learning events covering job specific topics e.g. manual handling;
- By publications such as policy documents, manuals, leaflets, and health and safety factsheets;
- By use of the University's Health and Safety internet pages.

Health and safety training needs will be identified by managers during employees 'My Contribution' session, via learning needs analysis or identification of job specific need. Managers must ensure that appropriate training is provided and that those identified as in need of training participate fully in it.

3.4 Consultation and Communication

The Health and Safety Committee advises the University Court on all matters relating to health and safety in the University and is the formal consultation route for health and safety matters and policies.

It is composed of representatives from Faculties and Departments and recognised Trade Unions. The health and safety management system escalates from each area of the University via designated Health and Safety Champions and the Health and Safety Manager to this Committee. In terms of Health and Safety, the main outline of the Health and Safety Committee is to: -

- meet four times per year Chaired by the Vice Principal (Finance & Infrastructure)
- seek assurance from Faculties/Departments that relevant risks are being managed effectively by means of four written returns each year, submitted two weeks prior to each meeting
- promote an evolving and proactive Health & Safety culture within the University,
- approve or comment on, and oversee the implementation of the University's Health & Safety Management Policy and any local rules, codes of practice or guidance notes made under those policies, or changes to these,
- discuss and comment on reports concerning health and safety matters within the University.

3.5 Accident Reporting

The University has an accident/incident and near miss reporting and recording procedure which applies to all Faculties and departments. Accident/incident/near miss reporting is an online system and are completed by employees and/or managers.

Where accidents are reportable to the Health and Safety Executive (HSE) under the RIDDOR Regulations this will be reported by the Health and Safety Manager. The online accident/incident/near miss electronic form can be found on the Awaken system (uws.awaken-be.com).

4.0 AUDIT AND MONITORING

The University recognises the importance of regular audit, monitoring and review of the health and safety policy and its Health and Safety Management System supporting documents. University campus wide audits will be carried out by the Health and Safety Team and the findings reported to the Dean or Director/Head of Department.

The Health and Safety Team shall review the Health and Safety Management system to ensure its continuing suitability, adequacy and effectiveness. This will be carried out by a three year rolling plan of audits across all Faculties and departments of the University.

Reviews shall include assessing opportunities for improvement and the need for changes to the management system, including the Health and Safety Policy and health and safety objectives. The policy is monitored by the following means: -

- through oversight at the Health and Safety Committee.
- recommendations from monitoring and audit.
- sickness absence/accident/incident/near miss data.
- any employee surveys.
- annual Faculty/Department Health and Safety returns and Health and Safety Champions trimester returns to the Health and Safety Committee.
- consultation meetings with the Trade Unions and their Safety Representatives.

The University will ensure that such monitoring is sufficient to ensure policies, procedures and protocols are effective.

4.1 Review of the policy

This policy will be reviewed annually and will consider: -

- changes in legislation and Approved Codes of Practice (ACOPs);
- changes in safe working practices.
- up-dated knowledge of hazards.
- changes to UWS organisational structures.
- accidents or occupational ill-health issues.
- regulatory enforcing authority action, at which point this will initiate an immediate review.

5.0 INFORMATION FOR CONTRACTORS, PARTNERS AND VISITORS

5.1 Contractors

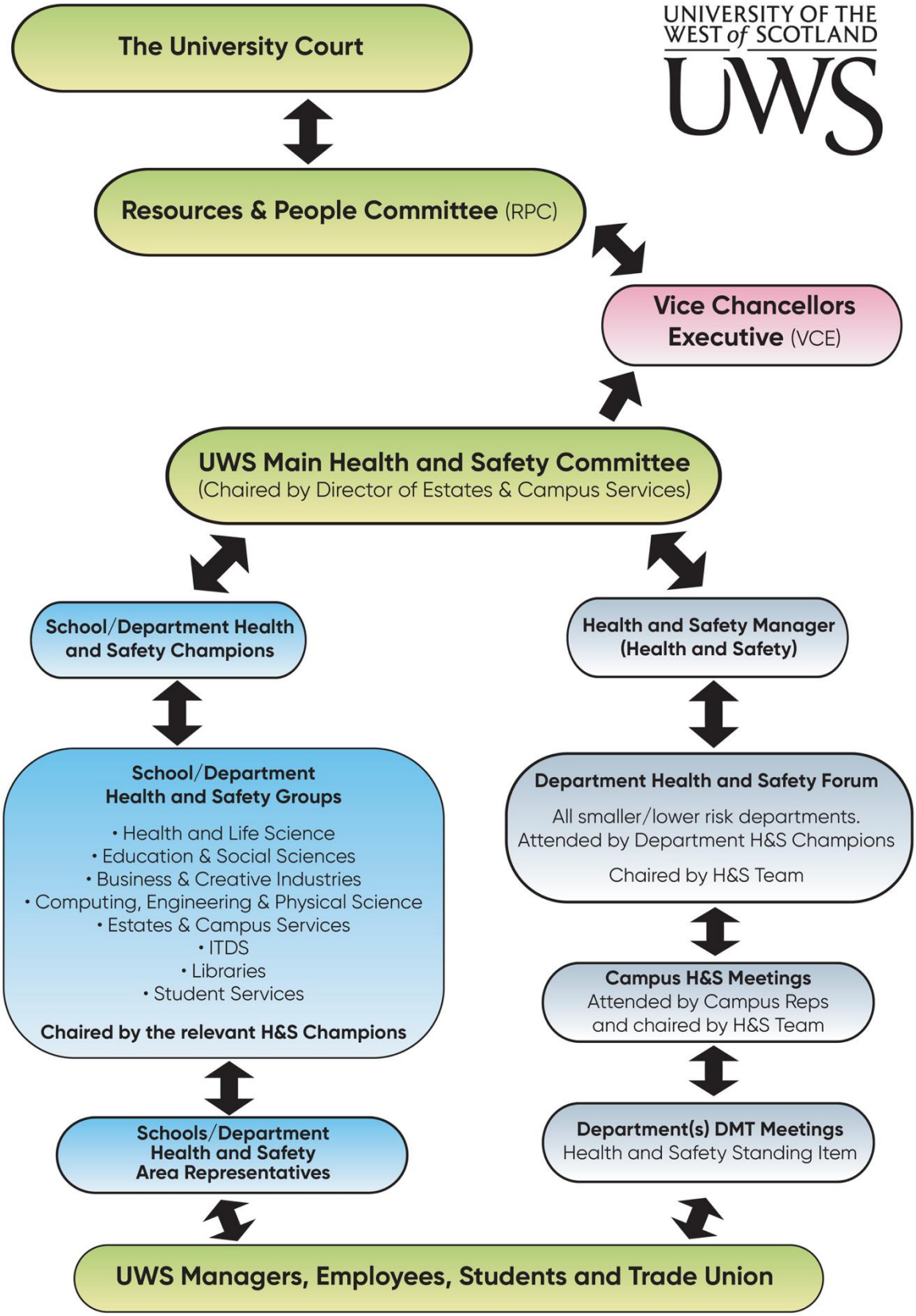
All contractors will be required to conform to the University's Health and Safety policy. They must ensure that any employee or sub-contractor under their control is made aware of and complies with the appropriate arrangements for health and safety. For further information please see the UWS Management of Contractors and individual service provider's procedure.

5.2 Partner Organisations

The University will ensure, so far as reasonably practicable, that the health and safety policies and procedures of partner organisations are harmonised with those of the University to reduce the risk of conflicting standards. This will be achieved by using a robust selection process and suitable checklist as appropriate.

6.0 RELATED UNIVERSITY POLICY AND PROCEDURES

All additional procedures and related documents relating to specific health and safety issues are available on the University's website.


The University Court
UNIVERSITY OF THE WEST of SCOTLAND
UWS
Resources & People Committee (RPC)
Vice Chancellors Executive (VCE)
UWS Main Health and Safety Committee
(Chaired by Director of Estates & Campus Services)
School/Department Health and Safety Champions
Health and Safety Manager (Health and Safety)
School/Department Health and Safety Groups
• Health and Life Science
• Education & Social Sciences
• Business & Creative Industries
• Computing, Engineering & Physical Science
• Estates & Campus Services
• ITDS
• Libraries
• Student Services
Chaired by the relevant H&S Champions
Department Health and Safety Forum
All smaller/lower risk departments.
Attended by Department H&S Champions
Chaired by H&S Team
Campus H&S Meetings
Attended by Campus Reps and chaired by H&S Team
Schools/Department Health and Safety Area Representatives
Department(s) DMT Meetings
Health and Safety Standing Item
UWS Managers, Employees, Students and Trade Union