

# The Glasgow School of Art

## OCCUPATIONAL HEALTH AND SAFETY POLICY

November 2020

### Policy Control

Title	Occupational Health And Safety Policy
Date Approved	23 November 2020
Approving Bodies	Occupational Health and Safety Management Committee (8 October 2020)  Senior Leadership Group (19 October 2020)  Board-level Health and Safety Committee (29 October 2020)  Board of Governors (23 November 2020)
Implementation Date	23 November 2020
Supersedes	Occupational Health and Safety Policy April 2019
Supporting Policy	Occupational Health and Safety Policy Arrangements November 2020 Fire Safety Policy
Next Review Date	September 2021
Author (as revised)	Reviewed by Ian Hackford, Health and Safety Manager
Date of Impact Assessment	18 January 2019  In the 2020 policy revision there were no changes made that would affect the 2019 EIA.
Benchmarking	University of Glasgow, Health, Safety & Wellbeing Policy Statement  University of Strathclyde, Occupational Health & Safety Policy

## **1. GSA OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT**

The Glasgow School of Art is committed to the occupational health and safety of its staff, students, visitors, and all others who may be affected by its activities. Occupational health and safety is a core management and operational function. In accordance with the provisions of the Health and Safety at Work Act 1974 and associated legislation, GSA seeks to establish safe working practices and effective risk management strategies. GSA recognises that an effective occupational health and safety strategy assists good business performance and benefits the wellbeing of all of its stakeholders.

- GSA is committed to ensuring, so far as is reasonably practicable, the occupational health, safety and welfare of staff, students, visitors and all other persons affected by its activities.
- GSA will establish and maintain effective organisational structures and other general management systems for implementing occupational health and safety arrangements to ensure compliance with its statutory obligations and the delivery of best practice and continuous improvement.
- GSA recognises that certain staff members, such as members of the Senior Leadership Group, have specific duties and responsibilities regarding the implementation of occupational health and safety policy. Senior Leadership Group members will demonstrate leadership and, accordingly, ensure that their direct reports and areas of responsibility carry out their duties in terms of GSA's Occupational Health and Safety Policy.
- GSA will consult with staff or their representatives and engage with Trade Union representation regarding all essential aspects of occupational health and safety and how it is being managed.
- GSA will undertake effective risk management and prioritise actions, accordingly, to minimise risks and establish safe working practices, which ensure an inclusive and accessible environment wherever possible.
- GSA considers occupational health and safety the individual responsibility of each person at the institution. Individuals are responsible for their own occupational health and safety as well as that of others who may be affected by their acts or omissions. Individuals must co-operate with GSA in all matters of occupational health and safety.
- GSA's Occupational Health and Safety Policy is communicated to all staff and students and other relevant persons via the induction process and as an integral part of ongoing educational activities. In addition, GSA's website and intranet will provide information on occupational health and safety-related policies and procedure.
- GSA will provide, so far as is reasonably practicable, occupational health and safety information, instruction and training to support objectives and, in doing so, ensure that staff, students and other relevant persons are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them.
- On an annual basis, GSA will plan and set objectives and ensure that an appropriate and adequate level of resource will be made available to support the implementation of occupational health and safety strategy, action plans, and priorities.
- GSA will monitor and review its performance and systems regularly and provide an annual report to the Board of Governors. In undertaking monitoring and review, GSA will confirm that procedures are in place to ensure that the institution complies with statutory developments.

This policy will be reviewed annually, confirmed by the Director, and reported to the Board of Governors.

**Penny Macbeth, Director**

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**23 November 2020**

## 2. OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

GSA has adopted the Occupational Health and Safety Management System advocated by the Health and Safety Executive publication, *Managing for Health and Safety (HSG65)*, which facilitates the provision of a robust framework enabling GSA to promote a positive occupational health and safety culture and to effect continuous improvement.

The *Plan, Do, Check, Act* cycle adopted supports a balance between the systems and behavioural aspects of management and ensures that occupational health and safety management is an integral part of GSA's good management generally. Staff at all levels have a clear role in contributing to the successful management of occupational health and safety.

### PLAN

GSA's Occupational Health and Safety Policy expresses a clear statement of commitment for managing occupational health and safety, and creates a framework for accountability that is led and adopted by senior management and contributes to the delivery and success of GSA's strategic aims. The organisational structure for managing occupational health and safety is defined in the policy. Responsibilities are clearly allocated and employees at all levels are involved. The arrangements for ensuring competence, training and consultation are well set out.

### DO

GSA designs, develops and implements suitable proactive management arrangements to reflect GSA's risk profile and the associated control systems and workplace precautions. In this way, risks to occupational health and safety, as well as business continuity, can be identified and be either eliminated or controlled.

### CHECK

Information produced by both active and reactive monitoring arrangements at all levels in GSA directly supports the evaluation of the degree and effectiveness of the implementation of GSA's arrangements for controlling risk.

Information from active arrangements includes reports on regular safety inspections for premises and equipment, the results of health surveillance, the minutes of meetings of the Occupational Health and Safety Management Committee, reports on training needs, and significant findings of GSA's risk assessments.

Information from reactive arrangements includes reports of accidents, damage to property or near-misses, analysis of accident trends and reports on weaknesses in performance standards.

### ACT

Periodic review considers the performance of the system, both individual elements and as a whole, and determines its continuing suitability, adequacy and effectiveness. GSA systematically reviews performance following events such as incidents, accidents, ill-health, changes in activities or organisational structure, and occupational health and safety audits or inspections. This informs and sustains the continuous improvement of GSA's Occupational Health and Safety Management System.

GSA will ensure that lessons are learned from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations and passed through the management structure. Plans, policy documents and risk assessments will be revisited to see if they need updating.

GSA will ensure an independent, critical appraisal of the effectiveness of GSA's occupational health and safety management arrangements. Occupational health and safety is included in GSA's internal audit cycle

and may include appropriate external review.

### **3. ORGANISATIONAL MANAGEMENT OF OCCUPATIONAL HEALTH AND SAFETY AT GSA**

GSA considers that all staff, students, visitors, and others affected by the activities of GSA, are required to take reasonable care for their own occupational health and safety, as well as that of those who may be affected by their acts or omissions. All staff, students, visitors and others must co-operate with GSA in the performance of its statutory duties. There are additional specific duties placed upon the different categories of persons within GSA in terms of their responsibility for occupational health and safety and this provides a framework for implementing effective occupational health and safety arrangements.

#### **The Board of Governors**

The overall responsibility for occupational health and safety at GSA rests with the Board of Governors. The Board of Governors is responsible, so far as is reasonably practicable, for ensuring that an effective Occupational Health and Safety Management System is established and maintained to ensure compliance with legislation and best practice. Further, the Board of Governors is committed to the continuous enhancement of occupational health and safety performance at GSA. In achieving its aims, the Board of Governors will:

- Assure itself that there are appropriate management structures in place and designated roles created for achieving the strategic and operational delivery of occupational health and safety at GSA and the provision of a safe learning and working environment.
- Assure itself that the Occupational Health and Safety Policy is considered and implemented and will ensure that it is reviewed annually.
- Assure itself that the occupational health and safety risks associated with activities undertaken at GSA are identified, assessed and managed effectively.
- Assure itself that consultation takes place with staff and recognised Trade Union representatives.
- Assure itself that the Occupational Health and Safety Policy and procedures at GSA are monitored and reviewed and, when necessary, challenge reports on occupational health and safety and seek clarification or further information so that Governors can be satisfied that occupational health and safety is being managed effectively. This includes incidents, near misses and action taken.
- Appoint Independent Governors as Convenor and Vice-Convenor of the Board-level Health and Safety Committee, and Trade Union Governors, Staff Governors, and Student Governors as members of that committee.
- Assure itself, via the Director, that a management-level Occupational Health and Safety Management Committee operates effectively and that reports are made by that committee to the Senior Leadership Group, with appropriate subsequent reporting made to the Board-level Health and Safety Committee and the Board of Governors.

#### **The Director**

The Director has responsibility, so far as is reasonably practicable, for all matters of occupational health and safety at GSA and is accountable to the Board of Governors. In carrying out these duties the Director will:

- Demonstrate leadership and engagement by ensuring occupational health and safety matters form an

important and integral part of the strategic aims of the School.

- Ensure occupational health and safety is included in role responsibilities at GSA.
- Ensure resources are made available to allow the effective implementation of the Occupational Health and Safety Policy.
- Set objectives for GSA's Senior Leadership Group and, through the line management structure, Heads of School, in respect of occupational health and safety strategy.
- Monitor and review occupational health and safety progress at GSA.
- Approve occupational health and safety related-policies and ensure that the aims and objectives of GSA's Occupational Health and Safety Policy are communicated to the Board of Governors.

### **The Senior Leadership Group**

The Senior Leadership Group currently comprises the Director and appropriate senior officers. Heads of School directly report to their respective Senior Leadership Group member.

Members of the Senior Leadership Group are accountable to the Director and the Board of Governors and ensure that GSA's Occupational Health and Safety Policy is implemented, so far as is reasonably practicable, within their area of responsibility and control. The Director of Estates' remit encompasses the central occupational health and safety service, which delivers competent advice and guidance. The Director of Estates is accountable to the Director via the Registrar and Secretary.

The Senior Leadership Group members' and Heads of Schools' individual and collective duties include:

- Demonstrating personal leadership by defining arrangements and management structures for the local organisation of occupational health and safety matters and communicating these to all managers so that they in turn are aware of, and are able to fulfil, their responsibilities.
- Ensuring that the occupational health and safety objectives set by the Director are carried out, performance standards are met, and effective monitoring and review takes place.
- Maintaining awareness of relevant legislation, standards and best practice.
- Assisting with accident investigations and taking remedial action, where appropriate.
- Delivering a safe working environment for staff, students and visitors to GSA.
- Approving policy in accordance with current GSA arrangements and procedures.

Senior Leadership Group members have strategic duties for managing occupational health and safety within their areas of responsibility. In discharging their duties, they will, so far as is reasonably practicable, ensure that there is a healthy and safe working environment for staff, students, visitors and others who may be affected by the conduct of GSA's undertaking.

### **Heads of Schools, Directors/Heads of Academic and Professional Support Departments, Programme Leaders**

Heads of School, Directors/Heads of Academic and Professional Support departments, Programmes Leaders and other line managers have duties for managing occupational health and safety within their areas of responsibility. Within this exists varying line management structures. All parties must ensure, so far as is

reasonably practicable, that occupational health and safety standards are adhered to within their areas of responsibility and that staff and students are informed and kept updated regarding occupational health and safety matters and good practice.

In discharging their duties all parties will, so far as is reasonably practicable:

- Ensure that there is a safe working environment for staff and students by implementing the occupational health and safety aims of the Director and the Senior Leadership Group by complying with established GSA policy, relevant legislation, standards and best practice.
- Clearly define arrangements for the local management of occupational health and safety matters, including establishing procedures and designating responsibilities, as appropriate.
- Monitor and review standards, at least annually, and more frequently as appropriate.
- Ensure that GSA's Occupational Health and Safety Policy is effectively communicated to staff and students under their control, including all new students and members of staff.
- Ensure that necessary information, instruction, supervision and training is provided.
- Ensure that a programme of risk assessments relating to activities within their area of responsibility is in place and that the significant findings are communicated to relevant staff.
- Ensure that School and departmental Senior Management Teams retain occupational health and safety as a standing item for each meeting and that one meeting per academic semester will be primarily focused on occupational health and safety.
- Ensuring that arrangements are made for the local management of and, where appropriate, escalation of occupational health and safety issues.
- Implementing the GSA requirements for local monitoring and reviewing of compliance with established GSA policy, relevant legislation and standards.
- Carrying out or assisting with investigations into accidents and dangerous occurrences, as appropriate.

### **Staff**

Staff are accountable to, and must co-operate with, their line managers in terms of occupational health and safety at GSA. Each staff member has a legal duty under the Health and Safety at Work Act 1974, and a personal duty in terms of GSA's Occupational Health and Safety Policy, to take reasonable care for their own occupational health and safety and that of others who may be affected by their acts or omissions. Staff must not disregard, interfere or misuse anything provided in the interests of occupational health and safety, and they have a duty to report any relevant occupational health and safety incidents to their linemanager.

### **Students, Visitors and Others**

Health and safety is both a collective and individual responsibility for all persons affected by the activities of GSA. Students, visitors and others have a duty to adhere to GSA's policies and procedures and to co-operate with GSA in occupational health and safety matters. Each person must take reasonable care of their own occupational health and safety but also that of others who may be affected by their acts or omissions. Students, visitors and others must not disregard, interfere or misuse anything provided in the interests of health and safety and, further, they should report any relevant health and safety incidents to a staff member.