

# The Glasgow School of Art

## OCCUPATIONAL HEALTH AND SAFETY POLICY

August 2023

### Policy Control

Title	Occupational Health and Safety Policy
Date Approved	17 October 2023
Approving Bodies	Occupational Health and Safety Management Committee 31 August 2023 Senior Leadership Group 05 September 2023 Health and Safety Committee 20 September 2023 Board of Governors 17 October 2023
Implementation Date	18 October 2022
Supersedes	Occupational Health and Safety Policy October 2022
Supporting Policy	Health and Safety Arrangements October 2023 Fire Safety Policy and Arrangements October 2023
Next Review Date	August 2024
Author (as revised)	Reviewed by Eleanor Magennis, Director of Estates and Infrastructure
Date of Impact Assessment	18 January 2019  The 2022 policy revision contains no changes that would affect the 2019 EqIA.
Benchmarking	University of Glasgow, Health, Safety and Wellbeing Policy Statement University of Strathclyde, Occupational Health and Safety Policy University of Brighton, Occupational Health and Safety Policy. Imperial College London, Health and Safety Policy.



## 1. Introduction

The Glasgow School of Art (The GSA) is internationally recognised as one of Europe's leading higher education institutions for education and research in the visual creative disciplines. It is an independent school with a large footprint across Glasgow and a campus in the highlands at the Altyre Estate, Forres.

Ensuring compliance with health and safety is not a trivial task. The GSA might be relatively small but it engages in a wide range of activities which all come with associated hazards and a similarly broad range of legal requirements and codes of practice to comply with.

This Health and Safety Policy and the associated Policy Arrangements clarifies how this task is effectively managed.

The Health and Safety Policy is designed to operate within the existing organisational structure.

This Policy represents a top tier level 1 document, setting out the aims of the GSA in regards to Health and Safety Management. This Policy enables, and is supported by, the Occupational Health and Safety Policy Arrangements document which provides details of how the Policy is put into action, who is responsible for doing this and for consulting with staff on safety issues.

Other second tier level 2 policies, policy guidance and guidance notes detail how to manage specific aspects of health and safety such as general risk assessment, offsite work, work equipment, working at height and events, are available via the Health and Safety Team [student](#) and [staff](#) intranet sites.

The primary responsibility for health and safety at the GSA rests with the Board of Governors.

The Director is the senior manager responsible for health and safety and reports to the Board of Governors.

The Director is supported by the Senior Leadership Group.

Successful health and safety management depends on the commitment of the senior staff throughout the GSA. They have to demonstrate the leadership necessary to achieve and maintain satisfactory standards of safe and healthy working. Further details can be found in the Health and Safety Policy Arrangements document.

However, under the Health and Safety at Work etc Act all members of the GSA, have personal responsibility for their own health and safety, and shared responsibility for that of their colleagues.

This Health and Safety Policy and associated arrangements sets out the GSA's expectations in this regard and provides a framework to help achieve the objective of a healthy and safe work and study environment.

### Distribution

A copy of this document is available on the GSA Health and Safety website as well as on the GSA Health and Safety student and staff Intranet. Page 3 of this document once approved and signed will be placed on all the GSA building Health and Safety notice boards.



## The GSA general Health and Safety Policy Statement

The Glasgow School of Art (GSA) is committed to the health and safety of its students, staff, visitors, and all others who may be affected by its activities. Health and safety is a core management and operational function. The GSA recognises that an effective occupational health and safety strategy benefits the wellbeing of all of its stakeholders.

The GSA is committed to:

- Ensuring so far as is reasonably practicable, the health, safety and welfare of staff, students, visitors and all other persons affected by its activities.
- Establishing and maintaining effective organisational structures and other general management systems for implementing health and safety arrangements to ensure compliance with its statutory obligations and the delivery of best practice and continuous improvement.
- Providing a robust management structure for Health and Safety where the primary responsibility rests with the Board of Governors. The Director is the senior manager responsible for health and safety and reports to the Board of Governors. The Director is supported by the Senior Leadership Group.
- Ensuring that Senior Leadership Group members demonstrate leadership and, accordingly, ensure that their direct reports and areas of responsibility carry out their duties in terms of the GSA's Health and Safety Policy.
- Ensuring that individuals take responsibility for their own health and safety as well as that of others who may be affected by their acts or omissions and that they co-operate with the GSA in all matters of health and safety.
- Consulting with staff or their representatives and engaging with Trade Union representation regarding management of health and safety.
- Undertaking effective risk management and prioritising actions, accordingly, to minimise risks and establish safe working practices, which ensure an inclusive and accessible environment wherever possible.
- Ensuring that this Health and Safety Policy is communicated to all students, staff visitors and other relevant persons.
- Providing accurate and relevant health and safety information, instruction and training to ensure that students, staff and other relevant persons are competent to undertake their activities and are aware of any related hazards and the measures to be taken to protect against them.
- Planning and setting objectives and ensuring that an appropriate and adequate level of resource will be made available to support the implementation of health and safety strategy, action plans, and priorities.
- Monitoring and reviewing its performance and systems regularly and providing an annual report to the Board of Governors. In undertaking monitoring and review, the GSA will confirm that procedures are in place to ensure that the institution complies with statutory requirements.

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

A handwritten signature in black ink that reads 'P. Macbeth'.

**Penny Macbeth, Director**

**Date: 18 October 2023**