

	Estates Department Health and Safety Policy
Contacts	Head of Estates Health and Safety
Purpose	The University Health and Safety Policy (which fulfils our statutory obligation), issued upon the authority of the University Court, tasks the Director of Estates (in common with Heads of School) with ensuring the existence of a well-publicised local policy for securing, promoting and monitoring the health and safety of all persons liable to be affected by activities under their control.
Overview	This policy, which should be read in conjunction with the University Health and Safety Policy outlines the organisational arrangements and responsibilities for the management of health and safety within the Estates Department.
Scope	The policy is relevant to all Estates Department staff.
The Policy	The policy is attached to this document.

DOCUMENT CONTROL	
Date approved	February 2024
Approving authority	Estates Management Group
Consultation undertaken	Estates Department
Impact assessment	
Date of commencement	
Amendment dates	Annual review of the policy to ensure it remains fit-for-purpose
Date for next review	February 2025
Section responsible for policy maintenance & review	Estates Health and Safety Team
Related Policies, Procedures Guidelines & Regulations	Related corporate Health and Safety policies and guidance from the Estates Health and Safety Team
Policies superseded by this Policy	Previous Estates Health and Safety policy



The University of Edinburgh has a statutory duty to provide a safe place of work and a healthy working environment so far as is reasonably practicable. We understand these are essential elements of a successful organisation. We believe that excellence in the management of health and safety is a fundamental part of our collective success.



THE UNIVERSITY *of* EDINBURGH

ESTATES DEPARTMENT
HEALTH AND SAFETY POLICY:
2024

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Statement of intent

The Estates Department is committed to a sensible health and safety management system. We want to ensure, so far as reasonably practicable, the health, safety and welfare at work of all our employees. We are also committed to conducting our undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in our employment who may be affected thereby are not exposed to risks to their health or safety. We share the view of the Health and Safety Executive (HSE) that sensible health and safety is about managing risks, not necessarily eliminating them. A sensible health and safety management system does not require us to obey inflexible, hard and fast rules; instead, we are required to assess the risks that result from our work and identify suitable control measures that are proportionate to the risks.

We believe that a proportionate, meaningful and reasonable health and safety management system can make a significant contribution to achieving our core objective, creating a world class estate for a world class University.

We intend to:

- (a) Create and maintain a positive health and safety culture which secures the commitment of all our stakeholders and partners;
- (b) Meet our responsibilities to our employees and others in a way that recognises legal requirements are the minimum standard;
- (c) Adopt a planned and systematic approach to the implementation of the Health and Safety Policy;
- (d) Identify and assess the risks associated with all of our activities with the aim of controlling the risks;
- (e) Plan for health and safety including the setting of realistic short and long term objectives, deciding priorities and establishing performance standards;
- (f) Maintain and review health and safety arrangements on a regular basis to make sure high standards are maintained;
- (g) Develop a system of joint consultation with Health and Safety representatives and provide them with facilities and assistance to enable them to carry out their functions; and
- (h) Allocate resources to meet the requirements of this policy.

Everyone in the organisation has some responsibility for health and safety. However, the Estates Management Group is determined to provide the necessary leadership which will ensure the highest possible standards.

Director of Estates:



Date of signing: February 11th 2024

Date to be reviewed: February 2025

1. Health and Safety Management

We recognise and accept our responsibilities for ensuring so far as is reasonably practicable the health safety and welfare of all our employees while they are at work.

We recognise and accept our legal responsibilities for the health and safety of any other person who may be affected by our actions, work activities or services.

We recognise and accept our University wide responsibility for the Management of Contractors

We recognise and accept our prime role in fulfilling the University's legal responsibilities in terms of the Construction (Design and Management) Regulations 2015.

We recognise and accept our prime role in fulfilling significant University wide health and safety compliance responsibilities.

The Director of Estates

The Director will have overall responsibility for the administration and implementation of the Health and Safety Policy and will ensure that persons designated as having responsibility for health and safety matters are trained, competent and provided with the necessary resources.

The Director will:

- (a) Ensure that through the management structure there is planned and up to date Health and Safety Policy;
- (b) Ensure there are adequate staff and resources to implement the policy;
- (c) Produce an annual formal review of Estates Department health and safety performance, including details of any significant accident, prosecutions, improvement notices or fee for interventions, and the details of any public or employee liability claims incurred during the year;
- (d) Act as the client for the purposes of the Construction (Design and Management) Regulations 2015.

The Estates Senior Management Group

The Estates Senior Management Group:

- (a) Accepts formally their collective and individual role in providing health and safety leadership in Estates Department;
- (b) Will make sure that all decisions take account of any health and safety implications;

- (c) Recognises its role in encouraging the active participation of all employees in improving health and safety;
- (d) Will make sure it is kept informed of, and alert to, relevant health and safety risk management issues;
- (e) Will, in addition to considering health and safety issues as a standing item, receive formal written reports on health and safety as and when necessary.

The Director of Estates Development, the Director of Estates Operations and the Director of Estates Net Zero

The Director of Estates Development, the Director of Estates Operations and the Director of Estates Net Zero and Carbon Leadership will be responsible:

- (a) For the administration and implementation of the Health and Safety Policy;
- (b) For ensuring the health safety and welfare of employees and others within their service;
- (c) For the implementation of appropriate health and safety management systems within their service;
- (d) The further delegation of occupational health safety and welfare responsibilities;
- (e) For ensuring that managers are competent to carry out their responsibilities, are aware of their own limitations and that they seek advice from competent persons as appropriate.

Heads of Sections and Managers

Managers in this context is used to describe everyone within the department who has a supervisory or leadership role including but not restricted to line management of staff

Will be responsible:

- (a) For the implementation of University and Estates Department health and safety policies and procedures. In particular;
- (b) For making sure suitable arrangements are in place and maintained for the planning and management of projects which meets our statutory health and safety responsibilities including in particular the statutory duties associated with the Construction (Design and Management) Regulations 2015;
- (c) For ensuring that suitable and sufficient arrangements are in place to identify and mitigate significant risks within their area of responsibility.

- (d) For ensuring that suitable and sufficient arrangements are maintained for the management and control of contractors and that arrangements are in place for the discharge of the University's (Health and Safety at Work etc. Act 1974 Section 2 and Section 3) general duties;
- (e) For the safe management and maintenance of premises and resources used by their team.

Head of Estates Health and Safety

The Head of Estates Health and Safety will be appointed in terms of Regulation 7 of The Management of Health and Safety at Work Regulations 1999. The Head of Estates Health and Safety duties are to:

- (a) Provide competent advice and lead on the development and operation of health and safety management monitoring arrangements throughout Estates Department;
- (b) Provide competent advice on compliance with health and safety legislation;
- (c) Provide advice and lead on the development of policies, procedures and guidance on occupational health safety and welfare matters;
- (d) Provide advice and lead on the provision of health and safety training;
- (e) Investigate, analyse and report on as appropriate accidents, incidents and near misses in conjunction with the corporate health and safety team;
- (f) Have authority to stop or suspend unsafe working practices;
- (g) Provide advice and information to the health and safety committee; and
- (h) Liaise formally and informally with the University central health and safety team.

All Employees

Employees must:

- (a) Take reasonable care for the health and safety of themselves and others (including members of the public) who may be affected by what they do or fail to do at work;
- (b) Co-operate in ensuring that both they and the organisation meet their respective legal duties;
- (c) Not interfere with or misuse anything provided in the interests of health, safety and welfare;

- (d) use any machinery or equipment provided to in accordance with any training and instruction provided; and
- (e) Inform their line manager of any work situation that would reasonably represent a serious and immediate danger to health and safety and any matter that would reasonably represent a weakness in the Estates Department arrangements for health and safety.

2. Consultation with Trade Unions and Health and Safety Representatives

Estates Department Welcomes the Involvement of Health and Safety Representatives

We will consult safety representatives with regard to:

- (a) The introduction of measures which may substantially affect the health, safety and welfare of employees;
- (b) The arrangements for appointing competent health and safety advisers and persons to implement emergency procedures;
- (c) The provision of health and safety information;
- (d) The provision of health and safety training; and
- (e) The health and safety consequences of new technologies.

3. Formal consultation will be through the Estates Health and Safety Committee.

The composition of the Estates Health and Safety Committee is listed at Appendix A

4. Monitoring Health and Safety Arrangements

The Director of Estates Development, Director of Estates Net Zero and the Director of Estates Operations will make arrangements for monitoring the health and safety policy and management arrangements in their area of responsibility.

Formal auditing is carried out by the University Health and Safety department in conjunction with an external consultancy.

5. Risk Management

Suitable and sufficient arrangements for the identification, monitoring and mitigation of significant risks will be carried out in all appropriate areas.

Appendix A

Estates Department Health and Safety Committee

The University Safety policy says that a Head of School must appoint a School Safety Committee to advise both himself or herself and the School Safety Adviser on specific matters whenever justified by the nature and extent of risks.

Membership:

Damien Toner	Director of Estates (Convener)
Tommy Angus	Director of Estates Operations
Joe Brannigan	Head of Estates Health and Safety
David Brook	Head of Support Services
Jacob Chavaro	Building Services Engineer/Staff Representative
Richard Dunigan	Deputy Head of Estates Health and Safety
Dean Drobot	Head of Energy & Utilities Management
Grant Ferguson	Director of Estates Net Zero and Carbon Leadership
Steven Goodall	Interim Head of Small Projects and Minor Works
Lindsey Hastie	Deputy Head of Maintenance Operations
Jane Johnston	Director of Estates Development
Iain Logan	Head of Construction
Jonathan Long	Landscape Services Manager
Nial Moffat	Security Manager
Colin Pritchard	Head of Maintenance Operations
Sheila Scott	Head of Building Services
Ingrid Sharp	Human Resources Adviser
Zoe Stephens	Director of Estates Business Services
Vacancy	Trade Union Representative (UNITE)
David Whitehead	Trade Union Representative (UNISON)

The committee will meet twice a year. A note will be taken and made available throughout the Department. Relevant staff from the corporate health and safety unit will be invited to attend as and when necessary.