

School of Life Sciences Health and Safety Policy

Version 3
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Dean's Statement

As Dean of Life Sciences I am committed to providing a working environment for staff and students that is safe and healthy as far as is reasonable and practicable. I recognise that accidents and ill health to staff and students must be reduced to ensure the effective management of School resources, to enhance the School's good reputation and to improve the physical and mental wellbeing of staff and students working in Life Sciences. I will promote a high standard of health and safety performance by providing active leadership, credible short, medium and long term plans for improvement, achievable targets to monitor progress, appropriate delegation, high levels of training, adequate resource and firm but fair discipline. I will encourage a positive and open approach to health and safety and show appreciation of effort and desire to improve. I will embrace fully the University's health and safety organisation and provide regular progress reports to senior management.

Professor Inke Nätthke
Dean
School of Life Sciences
University of Dundee

Health and Safety Policy Organisation

The School of Life Sciences (SLS) is comprised of the Life Sciences Research Complex and the D'Arcy Thomson Unit (DTU) and employs approximately 600 staff and 200 post-graduate students.

Plant Sciences, a research division within Life Sciences, is housed in the premises of the James Hutton Institute (JHI), Invergowrie. A formal agreement between the University and JHI details how responsibility for the health, safety and welfare of University of Dundee personnel is shared.

Appendix 1 shows the SLS Health & Safety Management Structure. Health and safety duties may be delegated, but the responsibility for ensuring these are properly undertaken remains with the delegating manager. Ultimate responsibility for implementation of health and safety policy resides with the Dean.

Appendix 2 shows the composition, membership and remit of the SLS Safety Committee.

Division Heads and Service managers are instructed to include health and safety on their regular meeting agendas and submit minutes to the School Safety Committee for review. The Safety Committee, in turn, reports to the School Board, escalating any issues that cannot be satisfactorily resolved at local level.

Health and Safety Duties and Responsibilities

1. Dean

The Dean is responsible for implementation of University Safety Policy Arrangements within SLS and is accountable to the University Secretary.

They must:

- Draw up a short, medium and long term safety plans to ensure resources are allocated according to level of risk.
- Have procedures in place to ensure all Line Managers complete risk assessments.
- Ensure adequate resources are available to implement findings of risk assessment before work starts.
- Become involved in School safety inspections, and investigations of serious accidents/incidents.

- Appoint competent people with safety advisory duties, provide them with authority and resource, and ask them to report regularly on compliance with local rules, and immediately with significant issues (e.g. serious accidents and incidents).

2. Line Managers

Line managers are responsible for implementation of University safety policy arrangements within the area they control.

They must:

- Carry out risk assessments before work starts and implement significant findings.
- Ensure risk assessments are updated regularly.
- Notify the Dean of risk assessment findings when significant additional risks and controls are identified.
- Obtain necessary licences and authorisations from Enforcing Authorities.
- Provide information, local rules and training to staff and students, and ensure records are kept.
- Supervise staff, students and visitors.
- Provide reports to those they are accountable to (see Appendix 1).

3. Staff and Post-graduate Students

All staff and post-graduate students must behave reasonably to comply with common and statute law. They must:

- Exercise care in relation to themselves and others who may be affected by their actions or omissions.
- Undertake mandatory University and School training in health and safety.
- Carry out all work activities according to instructions and training.
- Utilise protective equipment and use guards or safety devices when provided.
- Familiarise themselves with fire escape routes, location of fire alarm call points and fire extinguishers.
- Familiarise themselves with emergency procedures (e.g. bomb threat, flood, spillage).
- Consult their Line Manager/Supervisor if they have any concerns regarding health and safety measures.
- Offer any suggestions and advice that they think may improve health and safety.
- Refer to the School safety intranet site regularly.
- Report all accidents and incidents immediately to their Line Manager/Supervisor and School Health & Safety Adviser, complete the University online incident reporting form as soon as possible and assist in the completion of accident/incident and investigation reports.
- Notify their Line Manager/Supervisor and School Health & Safety Adviser of any risks that will be introduced by new work being planned, or of any risks in existing work that were not recognised previously.
- Contact the Occupational Health Service if they think they may be suffering from a work related illness or have an illness that may affect their work.
- Take immediate action to make a dangerous situation safe without placing themselves at risk (e.g. mop up spills, report immediately faulty items of equipment).
- Ensure that all hazardous substances are clearly labelled and appropriately stored to avoid harm to other people, such as cleaning and maintenance staff, and to visitors.

Advisory Structure

An appropriate number of staff have been appointed by the Dean to the following roles:

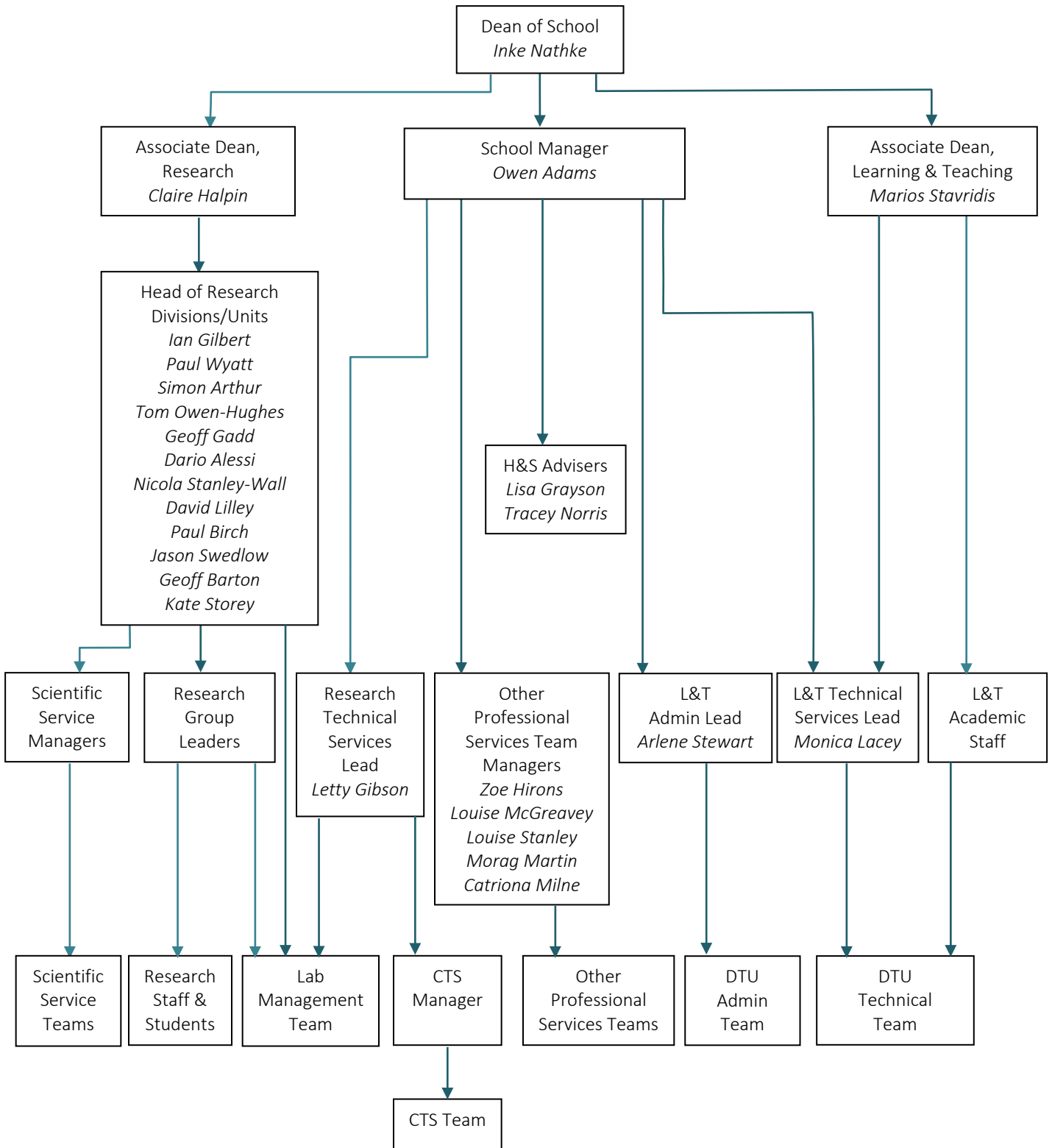
- [Health & Safety Advisers](#) to advise on University Safety Policy Arrangements, risk assessments, local rules, statutory tests and licence requirements, to carry out inspections and incident investigations, and to liaise closely with Safety Services.
- [First Aiders](#) to provide emergency medical care and to summon emergency services, if required.
- [Fire Marshalls and Fire Wardens](#) to manage/assist with the emergency evacuations of buildings.
- [Display Screen Equipment Assessors](#) to advise on DSE workstation self-assessments.
- [Manual Handling Assessors](#) to advise on manual handling risk assessments.
- [Radiation Protection Supervisors](#) to advise on all aspects of radiation protection relevant to the work carried out within Life Sciences, deal with emergency situations, investigate incidents, seek advice from Safety Services when/if required and keep accurate, detailed records for audit/inspection purposes.
- [Laser Safety Officers](#) to advise on local rules for safe use of lasers, investigate incidents, seek advice from Safety Services when/if required and keep accurate, detailed records for audit/inspection purposes.
- [Biological Safety Officers](#) to advise on risk assessments, local rules, licenses required, disinfection and waste disposal and to carry out formal biological safety inspections and investigate incidents.

Health and safety advice may also be obtained directly from:

- [Union Safety Representatives and Employee Safety Representatives](#)
- [University Safety Services](#)
- [University Occupational Health Services](#).

Appendix 1 SLS Health & Safety Management Structure

↓ “Delegates H&S duties down to”
Reverse direction for “Accountable to”



Appendix 2 School Safety Committee

1. Composition

- Dean – Inke Nathke (ISN)
- School Manager – Owen Adams (OA)
- Head of Safety Services – Nick Helps (NRH)
- Safety Advisers (Chair) – Tracey Norris (TN) & Lisa Grayson (LG)
- CTS Manager – Ryan Webster (RW)
- DTU Representative – Monica Lacey (ML)
- MRC PPU Representative – Paul Davies (PD)
- Research Administration Lead – Zoe Hirons (ZH)
- Research Services Manager – Letty Gibson (LMG)
- Resource Unit Manager – Don Tennant (DT)/Carol Clacher (CC)
- Scientific Services Representative – Paul Appleton (PA)
- Stores Representative – Mike Hannan (MH)
- Postdoctoral Researcher – Sharon Shepherd (SS)
- PhD Student - TBC
- Undergraduate Student – Lauren Wilson (LW)
- DUCU Representative/non SLS member – David Edwards (DE)
- Unison Representative/non-SLS member – Sean Riley (SR)
- Unite Representative/non-SLS member – Gary Hannan (GH)
- CAHId Representative/non-SLS member – Tyler Halliwell (TH)
- Committee Secretary (Admin Support/Minutes) – Julie Newhouse (JN)

2. Remit

- Report to University Health, Safety and Welfare Committee on the management of health, safety and welfare within the School.
- Monitor implementation of University Safety Policy Arrangements through formal inspections, day to day checks, concerns raised and accident/incident investigations.
- Review and give advice on local rules to implement University Safety Policy Arrangements.
- Review training needs and compliance with mandatory training requirements.
- Review emergency procedures.
- Review outstanding actions relating to fire safety arrangements (as highlighted in the building fire risk assessment or via other means).
- Review contents of the buildings Fire Logbook (fire alarm testing, building evacuation, means of escape check, staff training, etc.).
- Review changes in the workplace or working practices that could affect the health, safety or welfare of staff, students or others.

When discussing issues, the committee should:

- discuss if action is needed;
- recommend agreed actions;
- record the discussion in the minutes of the meeting and prepare a separate action plan (both of which should be accessible to everyone in the School);
- follow up the actions; then
- review them at a later date.

Appendix 3 Record of Amendments

Date	Amendment	Version
27/7/21	Start of record. Version sent to HSE prior to CL3 inspection scheduled for 6/10/21.	3