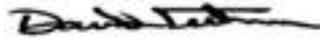




Computer Science Health and Safety Policy.

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School / unit	Computer Science
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Approver signature	

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V1.0	Creation	Draft	David Letham	07/07/21

Local Policies and Procedures.

The school is a part of the university and does not operate an independent policy. Instead, it has local arrangements which are detailed in other specific documents. This document should be read as a specific case of the more general university policy. This document and other documents shall be issued to all staff, postgraduates, and undergraduates. Copies shall be issued to adjoining safety committees upon request. This policy and adjoining policies and guidance covers all parts of the School of Computer Science. The buildings concerned are the Jack Cole Building and the John Honey Building.

Currently all policy documents and guidance documents are available to all computer science staff and students at the following secure location:

[https://studres.cs.st-andrews.ac.uk/Library/Guidance and Risk assessments/](https://studres.cs.st-andrews.ac.uk/Library/Guidance%20and%20Risk%20assessments/)

Current policy and guidance documents that should be observed are:

Health and safety policy.
Evacuation and Fire policy.
Fire Marshall plans and guidance.
Out of hours and lone working policy.
Electrical safety policy.
First Aid policy.
Health and Safety basic guidance document for staff and students (includes First Aid guidance, fire guidance).
Business Continuity Plan (internal use - not shared with all staff and students).
Covid policies and guidance. A set of tailored risk assessments and guidance documents for the covid pandemic.

Inspections and checks.

As part of policies and procedures the school is required to carry out and keep records of the following:

Weekly inspection – Fire as part of the weekly fire alarm test.
Quarterly inspection – Fire.
Six-month inspection – Fire.
An annual inspection – Fire.
Fire alarm test procedures (document outlining the test procedures for the fire alarm system).
Annual health and safety return.
Training audit.
Training management.
First aid audit and management. (Checking first aid boxes, defibrillator unit).

Accident report forms.

Risk assessments and guidance required for student project work and any other applicable activities by staff and students.

Organization.

This section describes the organizational structure, identifies the people involved, and states their duties.

You. You are required to follow the health and safety instructions, and to report danger or shortcomings in the health and safety arrangements. If you are concerned about any health or safety hazard, tell one of (in order):

1. Your supervisor/tutor/demonstrator; or
2. The School Safety Coordinator; or
3. The Head of School; or
4. The Environmental, Health and Safety Unit; or
5. Your union safety representative.

Head of School. It is the duty of the university to provide, so far as is reasonably practicable, a safe working environment. The Head of School has been delegated responsibility for implementing University policies. hos@cs.st-andrews.ac.uk

School Safety Coordinator. It is the duty of the School Safety Coordinator to advise the Head of School on health and safety matters, to organize a consultative forum where matters of health and safety can be discussed by representatives of all categories of staff within the school, and to liaise with all adjoining safety organizations. Health and Safety Officer - Computer Science safety-cs@st-andrews.ac.uk

School Safety and Welfare Committee. The School Safety and welfare Committee supports the work of the safety coordinator. As a committee they carry out the following:

Comment on relevant parts of the School Health and Safety Policy and associated policies and guidance documents.

To do this, the committee should study this booklet and, if need be, the relevant requirements in the University Health and Safety Policy and, if appropriate, suggest changes to the school policy.

Decide how to put the School Health and Safety Policy into effect.

To do this, the committee may propose to the safety co-coordinator changes in working practice, purchase of safety equipment, training etc as appropriate. The safety co-coordinator may then discuss the proposal, amend it, and eventually put it to the Head of School, who ultimately decides whether to go ahead.

Carry out the actions.

Once the decision has been taken to action some work, the committee should see that any actions are carried out.

Monitor progress.

To do this the committee should ensure there is a regular safety inspection resulting in a contribution to the written safety report which is sent to the Head of School and to the Environmental, Health and Safety Unit.

Welfare.

The School's Welfare Officers can be contacted to discuss any aspect of welfare.

Staff Welfare Officer staff-welfare-cs@st-andrews.ac.uk

Student Welfare Officer student-welfare-cs@st-andrews.ac.uk

There may be times where professional support is required. Student Services offers a wide range of support to help students manage their difficulties. The Advice and Support Centre (ASC) is the front face of Student Services, and a place where students can drop in, call, or email for information or advice. Whether to book an appointment with Student Services or to ask about student matters. Students can contact the ASC for a range of matters, from questions about finances to academic advice to finding out where lectures and tutorials are and how to get further support and advice. theasc@st-andrews.ac.uk

Training.

The University is committed to ensuring that staff and students receive suitable and proportionate training in health and safety matters appropriate to their level of responsibility and to the hazards in their work areas.

Each member of staff is assigned a group of core modules that will vary depending on their role in the University: completion of these modules is compulsory. Staff will only be allocated training modules that are needed for legal compliance and that are likely to actively reduce the health and safety risks to the community.

All staff are assigned modules in:

- Fire safety
- Display Screen Equipment & associated risk assessment
- Manual handling
- Slips, Trips and Falls.
- Lone working (24hr access building)

Staff whose roles or circumstances expose them to additional risks will be required to complete further modules. For example, expectant mothers and Fire warden training.

Everyone has access to the full library of modules, so staff can complete any that would be useful in addition to the core modules.

Policy Commitments.

The University regards the health and safety of staff, students, and visitors as an essential part of pursuing its mission of excellence in research and education. Accordingly, it is committed both to enabling staff and students to pursue their legitimate activities and to ensuring that these activities are conducted safely by targeting resources proportionate to the risks.

The University Court and senior management are committed to the effective delivery of measures to ensure the health and safety of staff, students, and visitors. They will empower staff and students to assume responsibility for their own health and safety, and that of others, and to report concerns. They will work with appropriate staff and student representatives, and they will ensure staff and students are provided with access to competent advice, information, instruction, training, and supervision as required.

The University will maintain effective measures to assess and manage health and safety risks to staff, students, collaborators, stakeholders, and any other members of the public who might be affected by its activities. This will be achieved in consultation, or where appropriate negotiation, with staff and student representative associations.

The University will ensure the provision of clear management systems, defining roles and responsibilities, for health and safety risks. The University's senior management will ensure that they have access to competent health and safety advice and that processes are in place to escalate to the appropriate level relevant information regarding institutional health and safety performance and any significant health and safety risks, issues, and failures.

The University will consult staff and students about their risks at work and about the design and implementation of preventive and protective measures, and, when necessary, about amending current practices.

The University will maintain effective measures for planning, organisation, control, monitoring and review of health and safety matters with a view to continuous improvement.

This policy will be updated at least every three years or when significant changes occur.

Roles and Responsibilities.

Role of Environmental Health and Safety Services. Environmental Health and Safety Services coordinates the administration and implementation of the

University's Health and Safety Policy and related policies. It provides competent, objective, and useful advice to the University, its governors, managers, staff, and students in the disciplines of health and safety, occupational health, institutional risk management, contingency planning, insurance, radiation protection, fire safety and health and safety training. Procedures for implementing new and changed legal requirements are developed by this Unit. In addition it is custodian of the University health and safety management system and its documentation; it develops general and specific health and safety standards, processes and techniques for approval and adoption by the University and monitors the effectiveness of their implementation; it disseminates information on statutory requirements and sector or institutional guidance; it promotes effective consultation on health and safety matters and investigates incidents or risks of concern; and it escalates significant issues to the Chief Legal Officer.

School and Unit Management. Heads of Schools and Units have responsibility for the delivery, communication, management and monitoring of health and safety issues within their Schools or Units, assisted as required by Environmental Health and Safety Services. Heads of Schools and Units will establish local health and safety procedures and objectives, aligned to the University's strategic objectives for health and safety and proportionate to the risks involved, by adopting institutional processes and requirements relevant to their areas of accountability. On operational health and safety matters affecting a School or Unit, the Head of School or Unit will take the lead in consulting, involving, and communicating with potentially affected staff and students. To support these activities Schools and Units will appoint one or more Health and Safety Coordinators and will have either a School/Unit Health and Safety Committee or another designated regularly-meeting forum at which local health and safety management can be raised, discussed, monitored, and reviewed. Heads of Schools and Units are committed to embedding a continuously improving health and safety culture that ensures standards are met and empowers individuals to take responsibility for health and safety issues as part of their day-to-day activities.

Other Managers and Supervisors. At any level in the University, staff who have responsibility for managing or supervising other employees, contractors or visitors are responsible for the health and safety of those under their care or control. They have the duty to embed a continuously improving health and safety culture that ensures standards are met and empowers individuals to take responsibility for health and safety issues as part of their day-to-day activities. They also have the duty to ensure that any matters of concern about health and safety are appropriately addressed or escalated to more senior managers.

Those with Responsibility for Students. Similarly, at any level in the University, staff who have for whatever duration oversight of students or responsibility for their welfare are responsible for the health and safety of those under their care or control. They have a duty to ensure that standards of health and safety are met, that students have been adequately informed and trained in relation to activities that pose

potential risks, and that students are made aware of how to raise health and safety concerns in an effective way.

Responsibilities of Employees and Students. All individuals in the University community have a responsibility for their own health and safety, and for complying with local health and safety policies and procedures. Whilst at work it is the statutory duty of every employee, irrespective of his/her job title or role, and it is the responsibility of every student to:

- take reasonable care for the health and safety of himself/herself and for others who may be affected by his/her behaviours, acts or omissions at work; and to
- neither interfere with nor misuse anything provided in the interests of health, safety, or welfare; and to
- co-operate with the University in complying with any requirements or duty imposed under any relevant legislation.

Health and Safety Management.

Empowerment of University Community. Environmental Health and Safety Services will support managers, staff, and students to attain competencies necessary to assume appropriate levels of responsibility for managing, working, and studying safely. This support will include access to competent advice, information, instruction, training, monitoring and supervision as required. Where competent advice on a health and safety matter of significance is not available within the University, it will be obtained externally.

Training. The University is committed to ensuring that staff and students receive suitable and proportionate training in health and safety matters appropriate to their level of responsibility and to the hazards in their work areas. A separate health and safety training needs analysis, together with a strategy for its delivery, is produced and updated regularly in collaboration with School and Unit management. Senior managers and staff with specific or specialist responsibilities receive appropriate training.

Risk Assessments. The University is committed to ensuring that there is an appropriate system for identifying, assessing, and controlling all significant health and safety risks. Underpinning principles of the risk assessment system are that risks are identified and assessed initially by the person, Unit or School whose activity gives rise to the risk and in consultation with those who may be affected, and that suitable and proportionate control measures are implemented to eliminate or control the risks identified. Risk assessment processes will be independent of the broader institutional risk management mechanisms but aligned to them to ensure suitable recordkeeping and review, responsible and proportionate escalation, and sensible governance. Changes, such as the introduction of new procedures, work processes or

products that may have significant consequences for health and safety will be subject to special impact assessments.

Specific Health and Safety Arrangements. The University's Governance Zone website provides access to all University policies, systems, procedures, and guidance including health and safety documentation made under the authority of this Policy. Unless otherwise stated all such documents are extensions of this Policy, and all requirements described in those documents should be regarded as requirements of this Policy. These will include new and changed legal requirements as well as other external developments. University plans and procedures in relation to emergency situations are detailed under separate procedures and guidance made under this Policy.

Communication on Health and Safety Issues. The University is committed to developing open lines of communication whereby any member of the University community can raise concerns without prejudice. The main lines of communication and responsibility for dealing with health and safety issues and concerns raised are:

health and safety. Any health and safety failure which results in or may have caused death or life-threatening injury must be reported to the Director of EHSS as soon as possible. This includes any reports of major failures by contractors.

Annual Health and Safety Reports. Each School and Unit prepares an annual institutional return of health and safety information for the Master and the Quaestor respectively. This return includes performance against its health and safety plan for the previous year and a checklist on health and safety processes in the School or Unit. An inspection of the workplace is also required at least annually, with outcomes recorded in institutionally defined format and action points for improvements.

Detailed Health and Safety Audits. The University is committed to auditing regularly its standards of managing significant risks to health and safety at both institutional and School/Unit levels. Schools, Units, or discrete departments that would not otherwise be audited will be included instead on a schedule of health and safety tours carried out jointly by the Head of the relevant School/Unit and the Director of EHSS. The schedule of audits and tours is arranged by Environmental, Health and Safety Services and agreed by the Health and Safety Assurance Group, which also monitors the results of such audits and reports any major concerns to the Audit and Risk Committee.