UHI | INVERNESS

Health & Safety Policy

Document Reference Number	PL/HR/2026/011
Date Approved	01/05/2025
Review Date	01/05/2027
EIA	Yes
Lead Officer	Principal and Chief Executive Officer
Review Officer	Health, Safety & Sustainability Manager

Version Control History

Reviewer	Date of Change	Summary of Revisions made
Health & Safety Manager	29.05.18	Review approved by BoM audit Committee
Health & Safety Manager	21.03.19	Review approved by BoM
Health & Safety Manager	30.04.20	Review approved by BoM
Health & Safety Manager	30.03.21	• Legislation updated • Departmental and job titles updated. • Managers and Heads of School – training and responsibilities updated. • Health & Safety Manager – responsibilities updated • Removal of standalone Technicians section. • All employees' duties updated to include training, dangerous work activities and risk assessments. • Addition of student disciplinary when health and safety policy, procedure or protocols are not adhered to. • Compliance section updated to include reporting committees and audit by external third party. Review approved by BoM.
Health & Safety Manager	09.06.22	• Legislation updated – rescinded Coronavirus legislation removed • Formatting changes Policy renamed as Health and Safety Policy
Health, Safety & Sustainability Manager	Jan 2024	• Legislation updated • Updated role titles • Added responsibilities related to Health Surveillance, Personal Protective Equipment and Display Screen Equipment Assessments • Added reference to First Aid Procedure document Added section for Duty Manager
Health, Safety & Sustainability Manager	Feb 2025	• Legislation updated • Job titles updated • Fire Marshalls section refined and updated Review period updated
Quality Officer	Oct 2026	• Moved to new template • Updated signatures for Principal & Chair of Board

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HEALTH & SAFETY POLICY

1. Policy Statement

UHI Inverness acknowledges its statutory and moral obligations to adopt the highest standards of health and safety for staff, students and visitors.

UHI Inverness is committed to achieving and maintaining recognised quality standards in health and safety.

As an education provider and employer, UHI Inverness is committed to a culture of competence and continuous improvement in health and safety management and practice. This will be achieved at all levels through the promotion of attitudes and behaviours which instil in students and staff an expectation that sound health and safety practice is the norm.

In support of this, UHI Inverness is committed to:

- Conform with all health and safety laws and regulations and relevant standards as the minimum accepted behaviour
- Preventing injury and ill health to all persons under the control of UHI Inverness
- Maintain a secure, safe and healthy working environment
- Identifying all hazards and risks associated with its activities
- Providing suitable controls to mitigate risks arising from its activities to as low as reasonably practicable
- Promoting an incident free workplace
- Commit to continual improvement of management systems and Health and Safety performance, regular review and revising of this policy
- Providing and maintaining safe working equipment
- Safe handling, storing and transportation of any substances associated with its activities
- Quality and competent information, Instruction, training and supervision

The Board of Management sets the overarching policy for Health and Safety and delegates responsibility to the Principal and Chief Executive to ensure the college fulfils its responsibilities.

Interim Principal:  Date: 16/10/2026

Chair of Board:  Date: 02/11/2026

2. Legislative Framework/Related Policies

2.1. The Health and Safety at Work *etc.* Act 1974.
2.2. The Management of Health and Safety at Work Regulations 1999 (As amended 2006)
2.3. The Provision and Use of Work Equipment Regulations 1998
2.4. The Manual Handling Operations 1992
2.5. The Workplace (Health, Safety and Welfare) Regulations 1992
2.6. The Personal Protective Equipment at Work Regulations 2002
2.7. The Health and Safety (First Aid) Regulations 1981
2.8. The Electricity at Work Regulations 1989
2.9. The Control of Noise at Work Regulations 2005
2.10. The Employers' Liability (Compulsory Insurance) (Regulations 1998 (As amended 2011)
2.11. Fire (Scotland) Act 2005
2.12. The Fire Safety (Scotland) Regulations 2006 (As amended 2010)
2.13. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
2.14. The Control of Substances Hazardous to Health Regulations 2002 (as amended 2004)
2.15. The Health and Safety Information for Employees (Amendment) Regulations 2009
2.16. The Health and Safety (Display Screen Equipment) Regulations 1992 (As amended 2002)
2.17. Corporate Manslaughter and Corporate Homicide Act 2007
2.18. Counter-Terrorism and Security Act 2015
2.19. The Lifting Operations and Lifting Equipment Regulations 1998
2.20. The Work at Height Regulations 2005
2.21. The Safety Representatives and Safety Committees Regulations 1977
2.22. The Health and Safety (Consultation with Employees) Regulations 1996
2.23. The Control of Lead at Work Regulations 2002
2.24. The Control of Vibration at Work Regulations 2005
2.25. The Pressure Systems Safety Regulations 2000
2.26. The Dangerous Substances and Explosive Atmospheres Regulations 2002
2.27. The Ionising Radiations Regulations 1999
2.28. UHI Inverness Staff Wellbeing Policy
2.29. UHI Inverness Safeguarding Policy

3. Scope

3.1. This policy applies to all staff, students and visitors within UHI Inverness.

3.2. Contractors are covered by this policy with reference to the contractors' management system.

4. Organisation and Responsibilities

To ensure the effective implementation of the health and safety policy, specific responsibilities are detailed below.

4.1. Board of Management

4.1.1. The Board of Management will set the policy direction for health and safety and will have overall responsibility for ensuring the health and safety of all staff, students, visitors or other persons affected by the organisation's activities. The Board of Management will ensure health and safety management systems and standards are monitored regularly to ensure their effectiveness and will scrutinise reports to the Board accordingly.

4.2. Principal and Chief Executive

4.2.1. The Principal has delegated responsibility, reporting to the Board of Management, for ensuring the college fulfils its responsibilities.

4.2.2. The Principal will:

- Ensure that health and safety is an integral part of the overall management and working culture.
- Ensure that procedures to assess risks are established and effective control measures are implemented.
- Develop a positive attitude to health and safety amongst employees by visibly demonstrating commitment to the continuous improvement of the health and safety performance throughout UHI Inverness.
- Ensure regular monitoring and review of health and safety management policies and procedures.
- Ensure that relevant meetings address health and safety issues and that appropriate actions are taken to address issues that arise.
- Provide joint consultation arrangements through the Health, Safety and Wellbeing Committee and any sub-groups which report to the Health, Safety and Wellbeing Committee.

4.3. Executive Management Team

4.3.1. The Executive Management Team has delegated authority and functional responsibility for the activities carried out within their areas of corporate influence**.**

4.3.2. In order to meet their health and safety responsibilities, they will:

- Liaise with the Principal to establish the principles of continual improvement with regard to health and safety.
- Be aware of the Health and Safety at Work *etc.* Act 1974 and associated legislation relevant to the activities of the college.
- Allocate sufficient financial resources to allow the policy and procedures to be effectively implemented.
- Demonstrate commitment to achieving and maintaining a high standard of safety performance and accident prevention.
- Ensure monitoring and review of the implementation of the Health and Safety Policy and Procedures.

4.4. Managers and Curriculum Leaders

4.4.1. Managers and Curriculum Leaders have a health and safety responsibility for the activities and functions carried out within their areas of operational responsibility.

4.4.2. In order to meet their responsibilities, Managers and Curriculum Leaders will:

- Ensure risk assessments, including assessments of plant, machinery and equipment (e.g. PUWER Assessments), are carried out where necessary and regularly reviewed in line with the requirements of health and safety legislation and the college Health and Safety Policy and Procedures.
- Ensure that all employees who use Display Screen Equipment (DSE) complete appropriate DSE training and have a current DSE Assessment for any equipment they use.
- Undertake training identified by the Health, Safety & Sustainability Manager in the pursuance of Health & Safety compliance or improvement.
- Set clear measurable objectives to ensure progressive improvement.
- Provide all personnel with, so far as reasonably practicable;
  - Safe place of work

- Safe plant and machinery
- Safe working environment
- Safe system of work
- Arrangements for safe handling, storing and transportation of articles and substances
- Sufficient and competent information, instruction, training and supervision.

4.4.3. Managers and Curriculum Leaders will be responsible for:

- Ensuring that the UHI Inverness Health and Safety Policy is explained to employees, and they are made aware of their health and safety duties and responsibilities and that tutors equally convey this to students under their control.
- The training needs of employees are assessed and addressed, including the requirement for role specific induction training for new employees.
- Ensuring that the activities of college employees and contractors do not expose employees, students, contractors, or others to risk.
- In the event of being notified of dangerous activity being stopped by employees, they are to investigate the matter and inform the Health, Safety & Sustainability Manager of the circumstances.
- Ensuring that any required Personal Protective Equipment is made available to employees, that they know how to use it and are using it correctly.
- Ensuring that HR are aware of employees with significant exposure to workplace hazards requiring Health Surveillance and that those employees are given appropriate time to attend Health Surveillance appointments.
- Ensuring that all accidents, incidents and near misses within their area of responsibility are reported and, where necessary, investigated.

4.5. Health, Safety & Sustainability Manager

4.5.1. The Health, Safety & Sustainability Manager reports to the College Principal and CEO and has responsibility for:

- Reviewing, revising, implementing, embedding and monitoring compliance of all health and safety policies, procedures and arrangements.
- Planning, implementing and co-ordinating the risk assessment, inspection and internal/external audit programmes.
- Planning, implementing and co-ordinating the risk assessment

process.

- Developing appropriate performance measures and reporting performance standards to ensure continuous improvement.
- Liaising with HR regarding health surveillance requirements.
- Preparing papers, reports and statistical data for identified Committees.
- Ensuring emergency evacuation procedures, including personal evacuation plans, are tested and reviewed on a regular basis.
- Overseeing the recording of accidents/incidents and reporting in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Investigating and reporting on accidents, incidents and/ or near misses.
- Organising, co-ordinating and supporting safety personnel (first aiders, fire marshals and evacuation assistants).
- Identifying information, instruction and training requirements and delivering effective solutions.
- Provide advice and guidance to college departments/functions on contractor management.
- Acting as a point of contact for Enforcing Authorities.
- Maintaining own continuous professional development.
- Monitoring effective implementation of the Health and Safety Policy.
- Providing specialist advice and support to executive management and all departments/schools including the disseminating of good practice.
- Ensuring that the appropriate initial college health and safety induction training is given to all new employees.
- Advising EMT on activities where health and safety is being compromised significantly.

4.6. Estates and Campus Services Manager

4.6.1. The Estates and Campus Services Manager advises the appropriate member of the EMT and is responsible for:

- Fire Marshalls at all campuses.
- The testing and recording of all fire detecting equipment.
- Ensuring all means of escape are fully maintained and functional.
- The maintenance and inspection of all firefighting equipment.
- All visiting contractors, including the control of the Approved Contractor Register and issuing of Permits to Work.
- Ensuring all buildings, services and equipment owned or managed

by the college are fit for purpose and do not cause, or contribute towards, unacceptable risks to health and safety.
- Testing inspection and maintenance of all building services in line with legislation.

4.7. Union Appointed Health and Safety Representatives

4.7.1. Staff appointed under the Safety Representatives and Safety Committees Regulations 1977 shall:

- Assist with the promotion of safe working practices.
- Familiarise themselves fully with the health and safety policy and arrangements.
- Liaise with managers and the College Health, Safety & Sustainability Manager in accident investigations and safety audits.
- Attend the College Health, Safety and Wellbeing Committee, take part in proceedings, representing their members and presenting to them information gathered from meetings.

4.8 Human Resources

4.8.1 The Human Resources department are responsible for coordinating the annual programme of Health Surveillance through:

- Ensuring health surveillance checks are organised for any new staff entering into roles requiring health surveillance.
- Liaising with line managers to ensure all roles requiring health surveillance are identified and relevant staff scheduled for annual appointments.
- Liaising with Occupational Health (OH) as necessary for those staff requiring additional health surveillance checks following an annual appointment.

4.8.2 The Human Resources department are responsible for coordinating the First Aid Allowance for support staff who provide First Aid services on any of UHI Inverness campus.

4.9 Fire Marshalls

4.9.1 In an emergency Fire marshals will:

- Ensure everyone evacuates safely and does not re-enter until the “all clear” is given.
- Assist disabled persons, where required, with evacuation to a place of safety and to ensure the Duty Manager is

advised accordingly.

4.10 First Aiders

4.10.1 The Health, Safety and Sustainability Manager will ensure First Aid needs assessments are conducted for UHI Inverness campuses and that the required first aiders and supplies are in place.

4.10.2 The full details of the first aid arrangements will be outlined in the First Aid Procedure.

4.11 Duty Manager

4.11.1 The Duty Manager is responsible for leading UHI Inverness's initial response to any exceptional events while the campus is open. These may include, but are not limited to:

- Fire alarm activations/fire incidents
- Incidents involving behavioural issues or difficult people etc.
- Security incidents
- First aid incidents
- Responding to unannounced visits from Police or enforcement bodies (Fire Service, HSE, Environmental Health etc.)

4.12 Employees

4.12.1 The Health and Safety at Work Act and the Management of Health and Safety at Work Regulations place duties upon employees, at all levels, while at work. These duties include, but are not limited to, the following:

4.12.2 To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.

4.12.3 To co-operate with the employer, so far as is reasonably necessary to enable them to meet their statutory health and safety duties, including undertaking training identified by the Health, Safety & Sustainability Manager in the pursuance of health & safety compliance or improvement.

4.12.4 No-one may intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

4.12.5 Any employee who is required to operate machinery, equipment, dangerous substances, transport, safety devices or a means of production is to do so in accordance with training or instructions provided by the employer, including the use of any Personal Protective Equipment.

4.12.6 Employees must make the employer aware of any serious imminent dangers to health and safety. All employees are expected to stop dangerous work practices from taking place where observed. Where an employee believes a work practice to be dangerous, they are to instruct those involved to stop the activity and immediately inform the relevant line manager (responsible for the department, school, function or area in which the activity is taking place).

4.12.7 Participate in and conduct departmental Risk Assessments, including Display Screen Assessments, as directed by line managers, the Health, Safety & Sustainability Manager and Executive Management Team.

4.12.8 Attend Health Surveillance appointments arranged for them and notify their line manager or HR of any medical condition that may impact their health and safety at work, or that of others.

4.12.9 Employees who witness or are involved in an accident, incident or near miss must ensure it is reported using the appropriate college systems. Where the accident or incident involves a student under supervision, the employee supervising them must ensure the appropriate report is submitted.

4.13 Students

4.13.1 All students shall comply with UHI Inverness' Health and Safety Policy as published and with any health and safety procedures relating to the facilities which the student is using.

4.13.2 A student shall exercise reasonable care:

- For his or her personal safety.
- For the safety of other persons who may be affected by his or her acts or omissions.
- For the safety of the property of UHI Inverness and of its students, staff, officers and visitors.
- It shall be a disciplinary offence, as defined in the Student Code of Conduct, for any student to:
  - Intentionally or recklessly misuse, tamper, or interfere with any firefighting equipment, fire prevention equipment, fire doors, fire detection equipment, fire alarm activation points, fire signs.
  - Intentionally or recklessly misuse any equipment provided by the University in the interests of health, safety or welfare in pursuance of the Health and Safety at Work Act or of any relevant statutory provisions relating to health and safety.
  - Fail to use appropriate Personal Protective

Equipment.
- Fail to adhere to College Health & Safety policies, procedures or protocols.

5. Compliance

5.1. This policy must be complied with, and it will be reviewed formally every two years, unless there are any changes to legislation or our own circumstances in the interim. Reports will go to the Audit Committee and Board of Management for external review.

5.2. The arrangements within the policy are subject to an internal audit, conducted by a third-party auditing organisation on a frequency determined by the Audit Committee

5.3. UHI Inverness will comply with legal and other requirements applicable to the identified health and safety hazards.

5.4. All new legal and other requirements will be evaluated, and documented, to determine applicability and impact to UHI Inverness.

6 Objectives and Targets

6.1. Objectives will be identified and set in line with the annual review and operational planning process.

7 Communication

7.1. The Health and Safety Policy shall be actively communicated throughout the College using a variety of channels; examples of such channels include but are not limited to:

- Via the Policies and Procedures Section of the IC Quality SharePoint
- Inclusion within the new start/contractor induction process.
- Provision to all external interested parties upon written request.
- Health and Safety notice boards.

8 Monitoring

8.1. Each college policy will be monitored and its implementation evaluated.

Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Health and Safety department.

8.2. The following health and safety monitoring methods may be used to monitor implementation:

- **Active methods** monitor the design, development, installation and operation of management arrangements.
- **Reactive methods** identify evidence of inadequate health and safety practice through the risk assessment process and take immediate action as required.

9 Audit

9.1. A schedule will be developed and implemented to cover health, safety and environmental audits. Scope and criteria for audits will consider (but not be limited to):

- Management system
- Existing and new policies and procedures
- Student enrolment and induction
- Staff induction.
- Risk assessment and environmental aspects
- Outputs from external audits or previous internal audits

9.2. The Audits will be planned to ensure that areas which are subject to legal compliance are completed each year.

10 Review

10.1. This policy and supporting arrangements will be formally reviewed every two years and in an on-going way to ensure currency of content, arrangements, new legislative requirements and to provide a framework for the setting and reviewing of health and safety improvement objectives.

10.2. This policy may also be updated outside of the stated timeframe (i.e., changes to legislation, or as the result of review).

10.3. Revisions will be brought to the attention of staff and students through agreed arrangements for health and safety and policy consultation and communication.