**General Statement of Policy**

Health and Safety Policy statement:

As a large and complex organisation the activities of the University have the potential to affect many people.  It is the aim or the University to ensure that no-one is harmed as a result of any of its activities.  As part of its commitment to health and safety the University has prepared a formal statement of its policy on Safety, Health and Wellbeing.  This can be accessed **[here](https://www.gla.ac.uk/media/Media_502679_smxx.pdf)**.

The School of Biodiversity, One Health & Veterinary Medicine is a complex organisation and its activities cover a wide range of potential hazards. The School accepts its statutory duty under the Health and Safety at Work Act to ensure the health, safety and welfare at work of all its employees and students, and, the health and safety of other people affected by University activities.

The School aims to develop and use best practices in all health and safety matters. The management of safety issues is a specified duty of all staff, including those at the most senior levels. The School expects every individual member of staff to demonstrate high personal standards with regard to health and safety and to convey these standards to all colleagues and students. In particular, the School is committed to:

1. Providing a safe working environment for all staff, students and visitors:
   * Maintaining health and safety high on the list of management priorities for all work undertaken in any of the School’s activities (including international and shared sites);
   * Meeting (or exceeding) statutory minimum standards for health and safety;
   * Encouraging all staff, students and visitors to develop and support a positive safety culture;
   * Ensuring those affected by, or involved with, our activities, experience a healthy, safe and supportive environment;
2. Involving staff and students in health and safety at all levels:
   * Seeking the advice and full co-operation of all recognised trade unions and professional associations as appropriate;
3. Securing suitable health and safety competence in staff and students:
   * Provide suitable health and safety training, where necessary (including off-site);
   * Include health and safety in the training of our students such that they will continue to value safe practices in their ongoing careers;
4. Allocating adequate resources for health and safety issues at all levels in the School of, and securing competent specialist advice via the University Health and Safety Adviser;
5. Planning for health and safety provision at all levels of the School, in particular using an annual reporting and objective setting approach:
   * Making use of the UCEA/USHA Code of Practice “Leadership and management of health and safety in higher education institutions whilst adapting to specific needs and cooperating with other organisations to develop better standards in the future.
   * Planning for a culture of continuous improvement in health and safety.

All staff should be aware that they also have statutory duties under the Act. In particular they:

* must take reasonable care for their own and others’ health and safety;
* must co-operate to enable the University to discharge its safety duties.

All staff should be aware that failure to comply with these requirements may lead both to disciplinary action by the School and potential legal action by the enforcement authorities.

This document is available for all staff and postgraduate students and is published on the School website **[here](https://www.gla.ac.uk/schools/bohvm/about/studentstaff/)**

This general policy is supported by Safety Policy Supplements and guidance documents which are also on the School of Veterinary Medicine websites.

**Responsibility for Safety**

1. The University

The University of Glasgow, as employer, and all employees have certain obligations under the Health and Safety at Work Act (1974). All members of the School have a duty to take reasonable care for their own safety and welfare at work and also that of other people likely to be affected by their actions. They must co-operate with the University in complying with the regulations of this Act.

1. Head of School

Safety in the School is the responsibility of the Head of School but it is essential that members of staff are fully aware of the potential hazards that may be encountered during their working day and endeavour to minimise any such risks. The Head of School shall appoint a convener of the School Health and Safety Committee.

1. Health and Safety Committee

The role of the School Health and Safety Committee is to advise the Head of School and School on safety matters and to maintain and improve health and safety at work. This is particularly important when new or improved work practices are introduced which may affect the health and safety of employees within the School.

The convener of the School Health and Safety Committee is the School Safety Officer.

1. Area Safety Groups

The School Health and Safety Committee will define areas of the School that will be the responsibility of Area Safety Groups which will comprise of suitable individuals that meet regularly and are convened by a member of the Health and Safety Committee. In day-to-day running of the laboratories, clinical and office areas, the appropriate member of the Area Safety Group will ensure that all individuals working within the School are aware of the safety regulations and will convey relevant information from the Committee to all other members of staff by discussion or written reports. These persons will be responsible for all aspects of safety, introduction of new methods and movement of equipment within their designated area. In addition, research group leaders, clinicians, senior veterinary nurses and administrators must ensure that all people within their groups fulfil safety regulations. However, it is up to each individual to use their common sense while working in the laboratory, clinical and office areas. Areas will be inspected on a rotational basis and a written report submitted to the relevant School Health and Safety Committees (Vet or Research) and subsequently to the School of Biodiversity, One Health & Veterinary Medicine Health and Safety Governance Group.

1. Staff

If any member of staff has concerns regarding health and safety practices, they should notify the appropriate member of the committee who will raise the issue at the next meeting.

Any persons repeatedly violating safe practice may be asked to discontinue their work. Disciplinary measures will be instigated against staff who disregard safety regulations.

***Professor Christopher Loughrey***

***(Head of the School of Biodiversity, One Health &*** ***Veterinary Medicine)***