



Active Monitoring Procedure

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The Robert Gordon University

Health and Safety

Active Monitoring of Health and Safety Standards

Background and Rationale

The Arrangements section of the University's Health and Safety Policy states:

All aspects of the University's undertaking are subject to detailed health and safety audits. These are programmed and carried out according to separately detailed procedures and protocols.

Heads of Schools, Departments and subsidiaries are responsible for ensuring each workplace is inspected regularly and that the outcomes are recorded using the current form, and necessary improvements are prioritised and actioned.

In 2006, following full consultation with staff and management via the former Occupational Health and Safety Forum, it was agreed that we would move away from a rotational audit system whereby all Schools and Departments are audited at the same frequency and at the same depth. It was agreed that this would be replaced with a system targeted at four levels –

full institutional management system audit;

audit of each School and Department at a frequency based on hazard level;

audit of issues and topics; and

regular self-inspection by each School and Department

This procedure gives effect to the above aims, and describes the arrangements to be followed.

Purpose

This procedure has two main aims: firstly, it describes the health and safety inspection system to be adopted, implemented and maintained at School and Department level; and secondly it describes an audit system whereby all parts of the organisation will be scheduled for a regular detailed audit at a frequency determined by the perceived risk.

Scope and Definitions

This procedure applies to all parts of Robert Gordon University, and to all of its Schools, Departments and Subsidiaries. It does however apply in different ways depending upon the risk category. Heads of Schools and Departments should therefore familiarise themselves with the following definitions:

High Hazard areas are areas with high levels of laboratory and machinery usage and areas in which temporary hazardous work is carried out, e.g. construction, one-off projects, marquee erection and degree shows.

Medium Hazard areas are areas with less significant levels of laboratory and machinery usage and those that regularly have public events or custom

Low Hazard areas are areas where only low hazard tasks are undertaken, with no hazardous equipment. This includes office activities, meetings and lecturing.

For the purposes of this procedure, all Schools and Departments have been assigned a hazard rating and location based on the most hazardous of their activities:

High Hazard Schools/Departments	Medium Hazard Schools/Departments	Low Hazard Schools/Departments
Gray's School of Art (Gray's School of Art)	Scott Sutherland School of Architecture and Built Environment (SIWB Phase 2)	School of Computing Science & Digital Media (SIWB Phase 1)
School of Pharmacy and Life Sciences (SIWB Phase 1)	Clinical Skills Centre (IGB Building)	Academic Administration (GHA)
School of Engineering (SIWB Phase 1)	School of Health Sciences (IGB Building)	School of Applied Social Studies (IGB Building)
Estates: Grounds (Grounds Yard & Grounds)	RGU: SPORT, Boathouse & Streetsport (RGU: Sport)	Governance & Academic Quality (CSB)
	Gatehouse Design & Print Consultancy (The Gatehouse)	Marketing (GHA)
	Student Union (RGU: Sport)	Human Resources & Organisational Development (CSB)
	Estates: Administration (CSB)	Finance & Procurement (CSB)
	Estates: Maintenance & Projects (CSB)	DELTA (ICRGU Building)
	Estates: Facilities (CSB)	Library Services (SIWB Phase 1)
	Estates: Catering & Accommodation (CSB)	IT Services (ICRGU Building)
	Admissions / Student Recruitment (GHA)	Student Life (IGB Building)
	Business & Economic Development (GHA)	Aberdeen Business School (ABS Building)
		School of Creative and Cultural Business (ABS Building)
		The Law School (ABS Building)
		Oil & Gas Institute (O&G Institute Building)
		School of Nursing and Midwifery (IGB Building)
		Advancement (Alumni, Communications, Foundation, Strategy, Planning and Policy Development (including Information Governance)) (Garthdee House, GHA, Kaim House, Admin Building, West Lodge)
		Research Strategy & Policy and the Graduate School (GH)
		Commercial and Regional Innovation (SIWB Phase 1)
		Employability and Professional Enrichment (IGB Building)

Actions

Inspection

Inspections should be proactively planned, and should appear on the School/Departmental Annual Health and Safety Plan.

Inspections should be carried out internally – i.e. by a representative of the management of the School or Department to be inspected.

Any request by a Trade Union Health and Safety Representative (made to the Head of School or Department) to be included in a specific inspection should be accommodated where reasonably possible.

All low-hazard areas of Schools and Departments should be thoroughly inspected not less often than six-monthly using the appropriate form.

All medium-hazard areas of Schools and Departments should be thoroughly inspected not less often than quarterly using the appropriate form.

All high-hazard areas of Schools and Departments should be thoroughly inspected not less often than quarterly using the appropriate form. High hazard temporary works will be inspected at a frequency determined by the Head of OHES.

Common areas, e.g. computer labs, lecture theatres and toilets are the responsibility of, and are inspected during the course of routine occupation by, the Estates and Property Services Department.

The fabric of Buildings and external areas will be inspected by periodic condition surveys undertaken by the Estates and Property Services Department.

Areas that are under the control of RGU's contractors should be inspected by the School or Department that arranged the contract.

Any defects should be discussed in the first instance with the occupants or users of the area being inspected.

If defects can be rectified in situ, this should be done and the action noted on the form.

The report should be submitted, together with any recommendations for improvement, to the Head of School or Department who will decide on the recommendations and provide feedback to all stakeholders.

All inspection forms should be kept for a minimum of three years for audit purposes.

Full System Auditing

The application of Robert Gordon University's health and safety management system will be audited at least every two years by an in-depth audit using the university insurer's system.

Findings of the audit will be agreed with the nominated Health and Safety Director and published as follows:

- o Executive
- o Health and Safety Committee

Detailed Internal Auditing

All audits will be performed by or on behalf of the Occupational Health and Environmental Safety Department.

All "high hazard" Schools and Departments will be audited annually.

All "medium hazard" Schools and Departments will be audited biennially.

All "low hazard" Schools and Departments will be audited every three years.

All audits will include in their scope all relevant subject areas listed in the "Arrangements for Health and Safety Management" part of the Health and Safety Policy, viz:

- o Suitability of and performance against the local Health and Safety Plan
- o Communication and consultation
- o Risk Assessment
- o Health and Safety Competency
- o Investigation and reporting
- o Reactive response and closure of health and safety actions

In addition, the Occupational Health and Environmental Safety Department will preset corporate priority topics on an annual basis.

Where relevant to the School or Department being audited, these topics will be included automatically in the scope of the audit.

The auditor will agree with the Head of School or Department the scope of the audit. Additional local issues can be added to the scope of the audit. This process will involve relevant staff and/or their Safety Representatives.

The Head of School or Department will ensure that all key people and facilities are available during the audit.

The findings of the audit and the priority to be given to improvements will be agreed with the Head of School or Department.

The audit report will be published, with copies as follows:

- o Head of School or Department
- o Health and Safety Coordinator
- o Members of the Health and Safety Committee
- o Director or Vice-Principal (Departmental audits only)
- o Nominated Health and Safety Director

The Head of School or Department will agree an action plan to effect the improvements agreed following the audit, and ensure its implementation.

This action plan will be presented to and must be accepted by the Health and Safety Committee.

Progress on all issues will also be monitored by the Health and Safety Coordinator, or the Occupational Health and Safety Adviser as appropriate, and reported to the Health and Safety Committee until closure.

Audit of Special Risks

Disciplines for which there are specific competencies, separate regulations or codes of practice, or for which specialist arrangements are in place will be subject to a specialist audit.

Special risks currently include:

- o Radiography
- o Laser safety
- o Workplace Transport
- o Control of legionella

o Asbestos

Where specialist knowledge is required to perform an audit, this will be performed by an external expert. However, the arrangements and performance of the contract will be subject to an internal annual review.

All other disciplines will be audited internally by the Occupational Health and Environmental Safety Department.

Audit reports will be published and actioned in the same way as those for general audits, with the close involvement of the relevant line manager or supervisor.

Responsibilities

Head of School/Department

Heads of Schools and Departments are responsible for:

Planning inspections on a proactive basis and including them in their Health and Safety Plan.

Ensuring inspections are carried out timeously by an appropriately competent and resourced person.

Accommodating reasonable requests by Trade Union Health and Safety.

Representatives for inclusion in the inspection process.

Deciding on an appropriate course of action to deal with recommendations in inspection reports and providing feedback to all stakeholders.

Jointly with the Auditor, agreeing the scope of the audit, ensuring that current corporate priorities and concerns of stakeholders are considered.

Facilitating the audit by arranging times when key personnel and facilities will be available.

Agreeing the terms of the final report with the Auditor. NB, if agreement cannot be reached this must be reflected in the audit report.

Agreeing an action plan pursuant to the audit report.

Presenting an action plan for resolving high priority issues that is acceptable to the H&S Committee.

Implementing the agreed action plan.

Inspector

Inspectors, i.e. those charged with carrying out inspections, are responsible for:

Recording the inspection on the appropriate form (i.e. for high, medium or low hazard areas as appropriate).

Remediating those defects that can be remedied at the time of inspection.

Making recommendations for improvements to the Head of School or Department.

Project Manager/Project Leader

Those responsible for temporary projects are responsible for all aspect of the health and safety of staff, students or others involved in or who may be affected by those projects. This includes inspection. Project managers and leaders therefore take on the responsibilities of Head of School/Department and/or Inspector as appropriate.

Managers Who Employ Contractors

Where a contract is awarded which assigns responsibility to the contractor for the safe maintenance of an area, the manager awarding the contract is responsible for ensuring appropriate inspections are carried out.

Head of OH&ES

The Head of the Occupational Health and Safety Department is responsible for: Ensuring a full system audit of the University is carried out every two years.

Publishing all audit reports and their synopses in an appropriate manner. Ensuring detailed internal audits are planned for all parts of the University. Keeping the hazard category of each School and Department under review and ensuring it remains appropriate.

Health and Safety Committee

The Health and Safety Committee, via the Vice-Principal (Corporate Operations) as Chair, is responsible for making reports and recommendations in the following areas specific to audit:

Recommending corporate health and safety priority topics for audit each year. Escalating significant unresolved concerns re adequacy of or closure of actions following audit.

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Auditor

The person carrying out or leading the audit is responsible for:

Jointly with the Head of School or Department, agreeing the scope of the audit, and ensuring that current corporate priorities and concerns of stakeholders are considered.

Agreeing the terms of the final report with the Head of School or Department.

NB, if agreement cannot be reached this must be reflected in the audit report.

Health and safety Coordinator

School/Departmental Health and Safety Coordinators are responsible for maintaining records of inspections carried out in the School/Department and assisting the audit process.

References

Health and Safety Management System

RGU Health and Safety Policy – Arrangements for Health and Safety Management

Risk Assessment Procedure

Forms

Inspection Form – Low Hazard Areas

Inspection Form – Medium and High Hazard Areas

Inspection Form – Temporary Work Sites