# Health and Safety Management Agreement between NHS Greater Glasgow and Clyde and The University of Glasgow

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| Agreed: | February 2020 |
| Review date: | February 2023 |

## 1.0 The application of the agreement

1.1 NHS Greater Glasgow and Clyde and The University of Glasgow are required to co-operate and co-ordinate health and safety arrangements where more than one organisation or group share or visit premises. The University of Glasgow has employees and students who work within premises of NHS Greater Glasgow and Clyde (NHSGGC). NHSGGC will ensure that detailed arrangements are in place with the University of Glasgow regarding the health and safety of staff and students within NHSGGC premises. This agreement will only apply to members of a University department who are direct employees or students of the University of Glasgow and work at premises owned/maintained by NHSGGC. See Appendix 1 for information of the arrangements and principles applicable to common activities undertaken by NHSGGC and the University of Glasgow on shared premises.

1.2 It is recognised that NHS staff may, on occasions, work within University managed premises either on a full time or part time basis. Where this is the case, it is the intention that this agreement and arrangements would be applied on a reciprocal basis, so far as is practicable. Where they are not applicable with respect to particular locations then additional written local arrangements may be required to record the procedures that are in place for that site.

## 2.0 The aims of the agreement

* 1. The agreement seeks to satisfy the requirements of the Management of Health and Safety at Work Regulations 1999, specifically Regulation 11 which requires:
     + Employers to co-operate with one another on health and safety matters.
     + Employers to co-ordinate health and safety matters with respect to legislative requirements.
  2. The objectives of the agreement are:
* To formalise the working arrangements between the University of Glasgow Safety and Environmental Protection Service (University SEPS) and NHSGGC Health and Safety Service.
* To ensure the effective management of joint safety arrangements.
* To assist with the control of risk, and to highlight areas of concern either locally, or for either organisation.

## 3.0 The arrangement for the agreement

* 1. The NHSGGC and University health and safety policies and supporting documents describe the organisational structures and management arrangements in place to ensure the safety of all persons directly or indirectly affected by work activities.

The Chief Executive has overall management responsibility for health and safety of NHSGGC activities. The Chief Executive has delegated responsibility for oversight the implementation of this policy throughout NHSGGC to the Director of Human Resources and Organisational Development. The implementation of this policy is reviewed as part of the Health and Safety Management System.

The University Court of the University of Glasgow has overall legal responsibility for health and safety for University activities. The University Court has delegated specific management functions *via* the Chief Operating Officer and Heads of College to Heads of School, Directors of Research Institute and Heads of Service. Arrangements for further delegation of safety duties within these units are set out within the local safety documentation prepared by Colleges, Schools, Research Institutes and Services.

* 1. NHSGGC and the University of Glasgow staff and students share some premises and so both organisations are legally required to co-operate and co-ordinate health and safety arrangements. NHSGGC and The University of Glasgow will ensure that detailed arrangements are in place and both are committed to the principles of joint working. This agreement will set out guiding principles by which health and safety may be managed in jointly occupied premises.
  2. Notwithstanding any practical arrangements described in this agreement, legal responsibility for compliance lies with the employer. If reliance is placed on measures undertaken by a partner organisation, each organisation should verify that these arrangements are suitable and sufficient to meet their legal duties as an employer.
  3. Health and Safety Co-coordinators for University Units may participate in the relevant NHSGGC Health and Safety Committees/Forums. A NHSGGC Health and Safety Committee/Forum terms of reference document exists and should be interpreted in conjunction with this agreement. University staff also have access via staff representatives (some may be trade union appointed), to School/Institute Safety Committees and to the University of Glasgow institutional-level Health, Safety and Wellbeing Committee.
  4. The NHSGGC Health and Safety Service and the University of Glasgow Health, Safety and Wellbeing team who provide health and safety advice to their respective organisations, will liaise as required to ensure effective joint arrangements. Relevant health and safety policies will be made available for use by either party via each organisation’s internet site.

<http://www.gla.ac.uk/services/health/>

<http://www.nhsggc.org.uk/healthandsafety>

Mutual co-operation is required between both organisations to ensure that all statutory provisions are complied with. Where appropriate, key policy documents for joint review will be identified and common guidance documents developed and shared.

* 1. NHSGGC and the University of Glasgow will ensure that sections 2(1), 2(2), and 3(1) of the Health and Safety at Work etc. Act 1974 are complied with by ensuring the provision of safe premises and safe working practices. With regard to University staff and students working on NHS sites, NHSGGC will ensure, so far as reasonably practicable, that the former are provided and both will co-operate to ensure that safe working practices are adopted and that best practices are implemented. Reciprocal arrangements will apply to NHS staff on University sites.
  2. When working within common areas that are under NHSGGC management, University staff and students will follow NHSGGC's corporate health and safety policies and procedures. Within areas that are wholly University managed, University policies and procedures may be used in relation to the immediate conduct of work within the area. However, NHSGGC procedures should be followed where they affect the building as a whole. For example, fire safety procedures. University staff and students working within NHSGGC premises will continue to receive relevant policy and guidance from University of Glasgow which in some instances may be for information only, but where relevant, may form the basis of a joint working policy or agreed procedure.
  3. Heads of University Schools/Directors of Institutes, or appropriate staff as set out in School/Institute arrangements, will be responsible for ensuring that safe working practices are established and followed locally and that all new staff, students and visiting workers are given basic safety induction training on arrival. Provision of this training should be recorded.
  4. NHSGGC and the University of Glasgow will inform one another of relevant new policies or guidance, or alterations/additions to current safety policies or guidance. This will take place through the University of Glasgow Director of Health Safety and Wellbeing, and the NHSGGC Head of Health and Safety, who will cascade information, as appropriate. The University of Glasgow will ensure that the NHSGGC Health and Safety Service are informed, on request, of the identities of the Head of School/Director of Institute or key manager(s) working within NHS located units.
  5. NHSGGC has a health and safety management system in place across the organisation. The system follows HSE guidance, and comprises the following components: policy, organisation, planning and implementation, performance measurement and a review of performance. The system is regularly reviewed, and reports are submitted to the Health and Safety Forum and relevant local Health and Safety Committees which will form part of the Health and Safety Action Plans.

Training for managers and staff will form part of the management system. An integral part of the NHSGGC system is use of the Health and Safety Management Manual for Managers. In light of this, it may be necessary to consider additional Health & Safety Management Manual Training or Health and Safety Awareness sessions. All staff and students working within each area must comply with risk assessments and identified control measures (including correct use of safety devices) contained within the Management Manual. Local access to the system will be arranged through the NHSGGC Health and Safety Team.

The University of Glasgow operates a safety management system that requires Heads of School/Directors of Institute, to establish suitable safety management arrangement and to record these arrangements in writing. Where University units share areas that are predominantly occupied by NHSGGC staff, the University recognises that NHSGGC procedures may be adopted to ensure consistent practice throughout the area. Where this is the case, the University units’ safety documentation should clearly indicate that such an arrangement is in place and should indicate to staff how they may access relevant NHS documents and procedures.

## 4.0 Accident reporting and emergency procedures

4.1As a general principle, incidents involving employees must be reported to their employer AND to the organisation in control of the site on which the incident occurs (if this is different.) This may mean that reports need to be made *via* both the NHS DATIX system AND the University of Glasgow system. Significant, or serious incidents should be reported immediately by phone or email to University of Glasgow Safety and Environmental Protection Service (SEPS) or NHSGGC Health and Safety Service as appropriate. These units will share relevant information received to allow appropriate investigation and reporting.

Legal responsibility for RIDDOR reporting of employee accidents rests with the relevant employer, irrespective of where the accident has occurred.

4.2 Incidents involving students should be reported to both organisations *via* the DATIX and University webform systems, as above, to ensure that investigation, practical action and legal reporting requirements can be met by both parties.

4.3 The University Report Form can be accessed *via* the webform link on this page, without any log in.

<https://www.gla.ac.uk/myglasgow/seps/reportanincident/>

The NHS DATIX incident reporting system can be accessed by any staff member or student via the Staffnet homepage using a generic logon. No logon for reporting DATIX is required. Incidents should be reported on DATIX as soon as possible, if DATIX is not available at any location e.g. local clinics. Incidents should also be reported to local University of Glasgow managers responsible for the Unit.

The University of Glasgow will be informed, as soon as practicable, of any Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) reportable incidents that involve University students (or staff) that occur under NHS control (e.g. in NHS clinical settings). This includes dangerous occurrences such as high risk needlestick injuries – Schedule 2 Dangerous Occurrences Part 1 General Biological agents 10:

*“Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.”*

4.4 Local investigation of incidents involving University staff or students should be carried out by the University unit management team in the first instance. The aim should be top identify cause and control measures that may be needed to avoid a recurrence. The University Safety and Environmental Protection Service will support this and may become involved in further investigation in more serious incidents. The NHS Health and Safety Service team may also choose to investigate where they feel that there may be issues of NHS building, procedure etc. involved.

RIDDOR investigations will normally be carried out jointly by NHSGGC Health and Safety Service in conjunction with the University. Investigation reports and associated action plans will be shared and may be discussed at the relevant Health and Safety Committee meetings, and other safety related meetings, within each organisation.

With regards to Occupational Health (OH) arrangements for incidents involving needlestick injuries, local site-based NHS Facilities will be utilised where possible with follow-up via University of Glasgow OH Services. If no NHS Facilities are on site, University OH must be utilised.

## 5.0 Audits, Inspections and Visits

5.1 Staff employed within NHSGGC Health and Safety Service and University Health, Safety and Wellbeing will liaise with one another when conducting formal audit or inspection visits on premises under the overall management of the partner organisation, where this involves inspection of work areas or activities under the control of the partner organisation.

5.2 NHSGGC will inform the University of Glasgow of details of any impending visits by the enforcing authorities/agencies to University Departments. The University shall also inform NHSGGC of visits from external agencies to NHSGGC occupied areas within the University. Attendance by NHSGGC and University representatives during these visits should be agreed as necessary. Results of such visits will be communicated between both organisations as soon as possible.

## 6.0 Review

This agreement will be reviewed on the request of either of the above parties and normally will be reviewed every 3 years.

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| Chief Executive NHSGGC | Chief Operating Officer, University of Glasgow |
| Head of Health and Safety Service NHSGGC | Director of Health Safety and Wellbeing, University |

**Appendix 1**

**Guiding joint-working principles for key topic areas.**

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| **No.** | **Topic** | **Arrangements/ relevant documentation etc.** |
| 1 | Fire Safety | Procedures applied will be those of the organisation in control of the site, unless alternative local arrangements have been established. Training will be available through both organisations for staff based on sites that are not under the control of their employer.  TTTRCONFIRM WHICH TRAINING TO BE UNDERTAKEN |
| 2 | Maintenance and testing of buildings and equipment | Procedures applied will be those of the organisation in control of the site in respect of the building electrical distribution system, unless alternative local arrangements have been established. Each organisation remains responsible for maintenance and PAT testing of any portable or stationary equipment under its ownership. |
| 3 | Domestic / cleaning arrangements | The organisation in control of the site will generally provide the cleaning services. Local managers should ensure that cleaners are briefed on any special hazards and precautions relevant to their area that are necessary to ensure their safety. |
| 4 | Portering arrangements | Procedures applied will be those of the organisation in control of the site, unless alternative local arrangements have been established. |
| 5 | Asbestos Management | Procedures applied will be those of the organisation whose Estates department are in control of the site, unless alternative local arrangements have been formally established. |
| 6 | Management and Disposal of Waste | General waste arrangements will normally be those of the organisation in control of the site. Disposal of hazardous/special waste will remain the responsibility of the organisation producing the material. However, alternative local arrangements may be agreed, where suitable local disposal routes exist. |
| 7 | Laboratories | Local rules and Standard Operating Procedures will apply. As a general principle, the systems of organisation in overall control of the laboratory will be followed unless alternative local arrangements are agreed. |
| 8 | Work with Genetically Modified Organisms | The appropriate University of Glasgow GM Safety Committee will advise on all matters concerning GM work carried out by the University. The NHSGGC GM Safety Committee will advise on clinical trials and research projects involving GM related activities carried out by the NHS. |
| 9 | Imaging – Ionising Radiation | Local site rules will apply as agreed with relevant Radiation Protection Advisor. These will normally be site based, rather than organisation based. |
| 10 | Provision of Occupational Health Services | Both organisations have Occupational Health Services. Occupational Health services will be provided by the relevant employer. Occupational Health records will be held by the employer. |
| 11 | Provision of First Aid | Local arrangements will apply within each site. Emergency support will be provided by first aiders to anyone requiring it, regardless of employer. Provision of first aid equipment will be the responsibility of each organisation although agreement to share equipment may be applied in jointly occupied areas. |
| 12 | Working with Hazardous Substances COSHH | Responsibility for preparing risk assessments and adopting appropriate control measures will rest with the employer or organisation that has the major, or primary, control of the work. Responsibility for maintenance of equipment and for statutory examinations will rest, in principle, with the owner of the equipment although alternative local arrangements can be agreed to vary this. |
| 13 | Security arrangements | Local site security arrangements will apply including Lone Working procedures, where these are in place. |
| 14 | Provision of Health and Safety Training | Provision of training will be the responsibility of the relevant employer, or otherwise by specific local arrangement. |
| 15 | Permits to work and Hot Works permits | Procedures applied will be that of the organisation whose Estates department are in control of the site/building. i.e. NHS Estates procedures on NHS sites and UoG procedures on UoG owned sites. |
| 16 | Review of Memorandum of Understanding | NHS and UG Safety Services to action at designated review intervals. |
| 17 | Incident/ Accident Reporting | Both NHS and UG Incident Reporting procedures will apply. (see Section 4.0) |

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| **NOTE:**  Although the guiding principles above seek to provide guidance on the normal approach to joint arrangements, local arrangements do vary. These principles do not preclude alternative local arrangements being adopted provided these are clearly established, are fully recorded and, most importantly, are effective in ensuring that health and safety standards are maintained. |

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