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

Agreed: September 2015
Review date: September 2018

1.0 The application of the agreement

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 a list of relevant documents regarding local arrangements for common activities undertaken by NHSGGC and The University of Glasgow on shared premises.

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 arrangement may be required to record the procedures that are in place for that site. As a general principle NHS staff will be required to follow University of Glasgow procedures when working within University controlled premises.

2.0 The aim of the agreement

2.1 To satisfy the requirements under 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.
2.2 • To formalise the working arrangements between the University of Glasgow Safety and Environmental Protection Services (University SEPS) and NHSGGC Health and Safety Service, for University staff and students who come into the above category.
  
• To ensure the 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

3.1 The NHSGGC Health and Safety Policy describes the principles for ensuring the safety of all persons directly or indirectly affected by its work activities. This agreement will expand on both organisational health and safety policies.

3.2 The Chief Executive has overall responsibility for health and safety in NHSGGC. The Chief Executive has delegated to the Director of Human Resources and Organisational Development with particular responsibility to oversee the implementation of this policy throughout NHSGGC. The implementation of this policy will be reviewed as part of the Health and Safety Management System.

Within the University, the University Court has overall responsibility for health and safety and delegates’ specific functions and duties to Heads of College and Heads of School. Local site specific arrangements regarding delegation will be documented.

Safety management standards within University units are monitored by the University’s Safety and Environmental Protection Service. This Service also provides professional health and safety advice to University units.

3.3 Both NHSGGC 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. NHSGGC and The University of Glasgow will ensure that detailed arrangements are in place and both are committed to the principles of joint working. Health and Safety Co-ordinators for the University Units may participate in the relevant NHSGGC Health and Safety Committees. Health and Safety Committees will be established in accordance with the Safety Committees Regulations, and the relevant lines of accountability, reporting and governance arrangements must be appropriately documented.
Staff-side (Trade Union) representatives are allocated seats on the NHSGGC Health and Safety Committees and every endeavour will be made to ensure attendance of Staff-side representatives. Trade Union and employee appointed Health and Safety representatives are provided with facilities to carry out their prescribed functions in accordance with the Safety Representatives and Safety Committee Regulations and the Health and Safety (Consultation with Employees) Regulations. A separate NHS GGC Health & Safety Committee terms of reference document exists, and should be reviewed in light of this agreement. University staff have access via staff representatives (some may be trade union appointed), to local Safety Committees and to the institutional-level Health, Safety and Wellbeing Committee.

3.4 There will be liaison between NHSGGC Health and Safety Service and the University of Glasgow SEPS, as required. Relevant Health and Safety policies will be made available for use by each organisation via each organisations internet sites.

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

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

NHSGGC and the University will share any new or updated policy and guidance documents. 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.

3.5 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. 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.

3.6 University staff and students will follow NHSGGC’s corporate health and safety policies and procedures. These staff and students 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.
3.7 Heads of University Schools/Institutes, or appropriate staff as per local site specific arrangements, will be responsible for ensuring that safe working practices are carried out and that all new staff, students and visiting workers are given basic safety induction training on arrival. This training must be recorded.

3.8 University of Glasgow will ensure that the NHSGGC (Safety Service) are informed of the identities of the Head of School/Institute or key NHS located unit, as and when appropriate. NHSGGC will thereafter inform each Head of School/Institute of new policies or guidance, or alterations/ additions to the NHSGGC's 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, and cascaded as appropriate.

3.9 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 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 operate a safety management system that requires Heads of School to establish suitable safety management arrangement and to record these arrangements in writing. In most cases where units are based within NHS GGC premises, the University recognises that NHSGGC local procedures may be adopted to ensure consistent practice throughout the premises. 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

University students will follow the NHSGGC’s codes of practice for emergency procedures and accident/incident reporting. NHSGGC’s 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.

University of Glasgow units must establish arrangements for reporting of accidents and incidents to NHSGGC via the Datix system, and to the University safety staff via the University on-line report form. Significant or serious incidents should be reported immediately by phone or email to University of Glasgow Safety and Environmental Protection Services (SEPS) or NHSGGC Health and Safety Services as appropriate.

Local investigation of incidents should be carried out by the University unit management team in accordance with the NHSGGC Incident Management Policy.

The University of Glasgow will be informed of any Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) reportable incidents as soon as is practicable by NHSGGC. 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.*

Further guidance on needlestick injuries may be found at: [http://www.hse.gov.uk/pubns/hsis1.pdf](http://www.hse.gov.uk/pubns/hsis1.pdf)

RIDDOR investigations will be carried out by NHS GGC Health and Safety Service in conjunction with the University. Investigation reports and associated action plans will be discussed at the relevant Health and Safety Committee meetings and copied to The Head of Service for The University of Glasgow SEPS. Data should also be forwarded to the Head of Unit / Health and Safety Co-ordinator for discussion at monthly NHS University Liaison Group meetings.
The Head of Service for University of Glasgow (University SEPS) will be provided with a summary of all incidents recorded on the Datix incident database involving University staff and students working within NHSGGC premises, on a quarterly basis by the NHS GGC Health and Safety Service.

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

5.0 Inspections and Visits

5.1 Formal inspection visits by a member of the University of Glasgow SEPS to either individuals or to the department as a whole will take place after liaising with the NHSGGC Health and Safety Service.

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. 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 Reviews

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

Chief Executive NHSGGC
Secretary of Court University of Glasgow

Head of Health and Safety Service
NHSGGC
Director of Health Safety and Wellbeing, University
### Appendix 1 - List of relevant documents / guidance/policies

<table>
<thead>
<tr>
<th>No.</th>
<th>Topic</th>
<th>Local arrangements/ relevant documentation etc</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fire Services</td>
<td>NHS site procedures will apply. Training will be available through both organisations.</td>
</tr>
<tr>
<td>2</td>
<td>Maintenance and testing of buildings and equipment</td>
<td>NHS procedures will apply.</td>
</tr>
<tr>
<td>3</td>
<td>Domestic / cleaning arrangements</td>
<td>Local arrangements depending on site.</td>
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<tr>
<td>4</td>
<td>Portering arrangements</td>
<td>Local arrangements depending on site.</td>
</tr>
<tr>
<td>5</td>
<td>Asbestos Management</td>
<td>NHS Procedures will apply.</td>
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<tr>
<td>6</td>
<td>Management and Disposal of Waste</td>
<td>Local arrangements depending on site. Special waste uplifts can be arranged through each organisation.</td>
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<tr>
<td>7</td>
<td>Laboratories</td>
<td>Local rules and Standard Operating Procedures will apply.</td>
</tr>
<tr>
<td>8</td>
<td>Work with Genetically Modified Organisms</td>
<td>University of Glasgow GM Safety Committee will advise on all matters.</td>
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<tr>
<td>9</td>
<td>Imaging – Ionising Radiation</td>
<td>Local site rules will apply as agreed with relevant Radiation Protection Advisor.</td>
</tr>
<tr>
<td>10</td>
<td>Provision of Occupational Health Services</td>
<td>Both organisations have OH Services. OH records will be held by the relevant employer.</td>
</tr>
<tr>
<td>11</td>
<td>Provision of First Aid</td>
<td>Local arrangements will apply.</td>
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<tr>
<td>12</td>
<td>Working with Hazardous Substances COSHH</td>
<td>Local Risk Assessments will apply.</td>
</tr>
<tr>
<td>13</td>
<td>Security arrangements</td>
<td>Local Security arrangements will apply including Lone Working procedures.</td>
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<tr>
<td>14</td>
<td>Provision of Health and Safety Training</td>
<td>Provided by the relevant employer and/or by local arrangements.</td>
</tr>
<tr>
<td>15</td>
<td>Permits to work and Hot Works permits</td>
<td>NHS Estates procedures will apply.</td>
</tr>
<tr>
<td>16</td>
<td>Review of Memorandum of Understanding</td>
<td>NHS and UG Safety Services to action.</td>
</tr>
<tr>
<td>17</td>
<td>Incident/ Accident Reporting</td>
<td>NHS and UG Incident Reporting procedures will apply.</td>
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