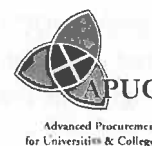


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## Advanced Procurement for Universities & Colleges Limited Health, Safety and Wellbeing Policy Statement



### 1. Introduction

The APUC Group (comprising APUC Ltd and UCSS Ltd, hereafter called APUC) is a shared service centre and forms the procurement centre of expertise for all of Scotland's Universities and Colleges as well as providing other shared services for its owner institutions. It is a private limited company, owned by its client institutions and was originally established in response to the McClelland Report: 'Review of Public Procurement in Scotland' (2006), which made recommendations for public procurement reform.

Its principal administrative centre is sited in the City of Edinburgh and has selected teams hosted at its client institutions.

### 2. Scope of Policy

This policy statement is designed to protect the health, safety and wellbeing of all staff, clients, contractors and visitors either working for, or engaging with, APUC.

The Policy is applicable to all APUC undertakings and across all sites and activities, whether temporary and permanent, and should be read in conjunction with the Health and Safety Policy which provides the framework for the implementation and operation of the policy statement.

This statement is issued in accordance with the duties under the Health and Safety at Work etc. Act 1974 [Section 2 (3)].

### 3. Policy Statement

It is the policy of APUC to provide, maintain and seek continual improvement of a safe and healthy working environment for all its employees and other persons who may be affected by its activities, so far as is reasonably practicable. APUC is fully committed to compliance with all relevant health and safety legislation and regards that compliance as a minimum standard.

Staff are recognised as our most valuable resource and therefore protecting their health, safety and wellbeing will be paramount when allocating resources. The Office Services Manager & Company Secretary, in association with the APUC Health, Safety and Wellbeing Advisor (provided through a shared service arrangement with Queen Margaret University), will manage the provision and coordination of occupational health, safety and wellbeing services, including health and wellbeing promotion initiatives.

#### **The Roles of the Chief Executive and Senior Management Team**

The APUC Chief Executive maintains the overall responsibility for the occupational health, safety and wellbeing governance of APUC.

The APUC senior management team shall, so far as is reasonably practicable, in all areas in which APUC operates, maintain a safe place of work and safe working practices in accordance with the requirements of the Health and Safety at Work etc. Act 1974.

To satisfy APUC's commitment to continuous improvement, reduction of accidents, elimination of work-related ill health and the promotion of a healthy working environment, the Chief Executive, Senior Management Team and Health, Safety & Wellbeing advisor will commit to;

1. *creating, maintaining and developing a positive, fair and accountable health and safety culture which secures the commitment and participation of all employees,*
2. *meeting its responsibilities to employees, other people and the environment in a way which recognises that legal requirements are the minimum standard, and*
3. *adopting a planned and systematic approach to the implementation and operation of APUC Health and Safety Policy to ensure, so as far as is reasonably practicable:-*
  - a) *the provision and maintenance of plant, machinery and systems of work that are safe and without risks to health;*
  - b) *articles and substances are used, handled, stored and transported safely and are without risks to health;*
  - c) *the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees;*
  - d) *as regards any place of work under the APUC's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of entrance and exit from it that are safe and without such risks;*
  - e) *the provision and maintenance of a working environment for employees that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work;*
  - f) *the (suitable and sufficient) identification, assessment, monitoring and review of risks associated with all activities of APUC with the aim of eliminating or controlling these risks;*
  - g) *the allocation of resources to meet the requirements of the APUC Health, Safety and Wellbeing Policy;*
  - h) *planning for health, safety and wellbeing - including the setting of realistic short, medium and long-term 'SMART' objectives - deciding priorities and establishing adequate performance standards, where appropriate;*
  - i) *monitoring, evaluating and measuring performance through audit review on a regular basis and to ensure that remedial corrective actions are taken to ensure high standards are maintained and developed; and*
  - j) *a coherent and robust system of consultation with employees in good time on issues that affect their health, safety and wellbeing.*

### **Review of Policy Statement**

This APUC policy statement on health, safety and wellbeing shall be reviewed on a three yearly basis and at such other times as deemed necessary by the Chief Executive or the Board. Any amendments or alterations will be subject to appropriate consultation with staff and communicated via electronic means and / or staff notice boards as appropriate for all employees.

Signed:



Angus Warren  
Chief Executive - Advanced Procurement for Universities & Colleges Limited

Date:

6/2/14.