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<b>Author</b>	Head of Information Assurance and Governance
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#### Version Control Table

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FUNCTION	ACTIVITY	SCOPE	SCOPE INCLUDES	DEFINITIONS	NOTES	NOTES	LEGAL BASIS FOR PROCESING (ARTICLE 6 OR ARTICLE 9)
CORPORATE PLANNING & PERFORMANCE MANAGEMENT	Strategic Planning	The activities involved in developing the institution's <i>strategic plans</i> .	Activities include: developing plans; reviewing plans.	<i>Strategic plans</i> means plans which set the academic aims and objectives of the institution and identify the financial, physical and staff strategies necessary to achieve these aims and objectives.		GDPR Article 88 notes that member states can make specific laws to protect workers' protections when using personal data for employment planning.	Article 6, Contract 1 (b) and/or Article 6, Performance of a task carried out in the public interest 1 (e), as appropriate.
CORPORATE PLANNING & PERFORMANCE MANAGEMENT	Strategic Performance Management	The activities involved in monitoring the institution's performance against its strategic plans.	Activities include: developing key performance indicators (KPIs); benchmarking against other comparable institutions; monitoring performance against strategic plans and KPIs.			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1858, section 12(2) i.e. "to effect improvements in the internal arrangements of the University," (subject to conditions laid down by that legislation; And Universities (Scotland) Act 1889 c. 55, Part I, Section 6, Powers of the University Court (1) "To administer and manage the whole revenue and property of the University."	Article 6, Contract 1 (b) and/or Article 6, Performance of a task carried out in the public interest 1 (e), as appropriate.
CORPORATE PLANNING & PERFORMANCE MANAGEMENT	Operational Planning	The activities involved in developing the institution's <i>annual operating plans</i> .	Activities include: developing plans; reviewing plans.	<i>Annual operating plans</i> means plans which identify the aspects of the institution's strategic plan being implemented in the year in question.			Article 6, Contract 1 (b) and/or Article 6, Performance of a task carried out in the public interest 1 (e), as appropriate.
CORPORATE PLANNING & PERFORMANCE MANAGEMENT	Operational Performance Management	The activities involved in monitoring the institution's performance against its annual operating plans.	Activities include: developing key performance indicators (KPIs); benchmarking against other comparable institutions; monitoring performance against strategic plans and KPIs.				Article 6, Contract 1 (b) and/or Article 6, Performance of a task carried out in the public interest 1 (e), as appropriate.
GOVERNANCE	Non-Statutory Committee Administration	The activities involved in administering the work of the institution's <i>non-statutory committees</i> (D1).	Activities include: establishing terms of reference for committees; developing and establishing rules and procedures for the conduct of committee business; appointing, electing or otherwise designating members of committees; providing induction and training for members of committees; arranging committee meetings; preparing agenda and supporting papers for committee meetings; recording minutes of committee meetings; taking/co-ordinating action to be carried out as a result of committee decisions; dissolving committees which are no longer required.	<i>Non-statutory committees</i> means committees which have an institution-wide remit, other than the institution's statutory committees.		The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1858, section 12(2) i.e. "to effect improvements in the internal arrangements of the University," (subject to conditions laid down by that legislation; And/or Universities (Scotland) Act 1889 c. 55, Part I, Section 6, Powers of the University Court (1) "To administer and manage the whole revenue and property of the University"	Article 6, Contract 1 (b) and/or Article 6, Performance of a task carried out in the public interest 1 (e), as appropriate.
GOVERNANCE	Senior Officers' Appointments Administration	The activities involved in appointing, electing or otherwise designating the institution's <i>senior officers</i> .	Activities include: setting terms and conditions for officers.			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1966, section 3. The associated University resolutions being: 2010, No.2.	Article 6, Processing is necessary for the performance of a task... in the exercise of official authority vested in the controller 1 (e), as appropriate.
GOVERNANCE	Public Interest Disclosure (Whistleblowing) Investigation	The activities involved in handling allegations made by staff relating to the running of the institution or the activities of colleagues within the institution.	Activities include: recording allegations; investigating and reporting on allegations; and determining any consequential action to be taken.			Public Interest Disclosure Act 1998  The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1858, section 12(2) i.e. "to effect improvements in the internal arrangements of the University," (subject to conditions laid down by that legislation	Article 6, Legal obligation 1 (c) and/or Article 6, Performance of a task carried out in the public interest 1 (e) as appropriate.
GOVERNANCE	Official External Representation	The activities involved in representing the institution officially on external bodies.	Activities include: appointing or otherwise designating staff to represent the institution.				Article 6, Contract 1 (b).
RISK MANAGEMENT	Business Continuity Planning	The activities involved in anticipating incidents which would disrupt the institution's operations, and in developing response and recovery plans.				Legislative requirement may be made with reference to health and Safety at Work Act 1974 etc.  The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1858, section 12(2) i.e. "to effect improvements in the internal arrangements of the University," (subject to conditions laid down by that legislation; And/or Universities (Scotland) Act 1889 c. 55, Part I, Section 6, Powers of the University Court (1) "To administer and manage the whole revenue and property of the University"	Article 6, Legal obligation 1 (c) and/or Article 6, Performance of a task carried out in the public interest 1 (e) as appropriate.
QUALITY MANAGEMENT	Quality Audit	The activities involved in undertaking quality audits.	Activities include: planning audits; conducting audit investigations; writing and delivering audit reports; reviewing and responding to audit reports.			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1858, section 12(2) i.e. "to effect improvements in the internal arrangements of the University," (subject to conditions laid down by that legislation; And/or the Universities (Scotland) Act 1889 c. 55, Part I, Section 6, Powers of the University Court (1) "To administer and manage the whole revenue and property of the University"	Performance of a task carried out in the public interest 1 (e) and/or Article 6, Contract 1 (b), as appropriate.

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QUALITY MANAGEMENT	Quality Management Scheme Accreditation Management	The activities involved in obtaining and maintaining accreditation under established external quality management schemes (e.g. EQUIS).	Activities include: applying for accreditation; liaising with accreditation bodies; facilitating inspections/audits by accrediting bodies.				Performance of a task carried out in the public interest 1 (e) and/or Article 6, Contract 1 (b), as appropriate.
AUDIT	Audit Management	The activities involved in conducting audits.	Activities include: conducting internal audits; facilitating the conduct of external audits; reviewing and responding to audit reports.			The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1858, section 12(2) i.e. "to effect improvements in the internal arrangements of the University," (subject to conditions laid down by that legislation; And/or the Universities (Scotland) Act 1889 c. 55, Part 1, Section 6. Powers of the University Court (1) "To administer and manage the whole revenue and property of the University"	Article 6, Legal obligation 1 (c) and/or Article 6, Performance of a task carried out in the public interest 1 (e) and/or Article 6, Contract 1 (b), as appropriate. Article 9, Processing to establish or exercise a defence against a legal claim (2(f)) w
LEGAL AFFAIRS MANAGEMENT	Contracts & Agreements Management	The activities involved in managing the legal aspects of negotiating, establishing, maintaining and reviewing contracts and agreements.					Article 6, Legal obligation 1 (c) and/or Article 6, Performance of a task carried out in the public interest 1 (e) and/or Article 6, Contract 1 (b), as appropriate.
LEGAL AFFAIRS MANAGEMENT	Legal Claims Management	The activities involved in handling claims by or against the institution which do not proceed to litigation or to settlement by an agreement.					Article 6, Contract 1 (b) and/or Article 6, Performance of a task carried out in the public interest 1 (e), as appropriate.
LEGAL AFFAIRS MANAGEMENT	Litigation Management	The activities involved in managing legal actions by or against the institution.	Preparing a defence to the claim - e.g. taking witness statements			The legal obligation can be to provide documents to a third-party under Court order. Contract may be required to draft/produce settlement agreements.	Article 6, Legal obligation 1 (c) and/or Article 6, Performance of a task carried out in the public interest 1 (e) and/or Article 6, Contract 1 (b), as appropriate. Article 9, Processing to establish or exercise a defence against a legal claim 2(f) when special categories of personal data are processed.
ORGANISATIONAL DEVELOPMENT	Organisational Restructuring	The activities involved in changing the institution's organisational structure.	Activities include: creating new business units; merging/demerging or otherwise restructuring existing business units; closing business units.	Business units are individual components of the institution's organisational structure which, depending on its level in the structure and on its purpose, may be called any of the following: Directorate; Division; Department; Section; Team; College; Faculty; School; Unit; Centre; Institute.		The relevant (enacting) legislation for the performance of a task/exercise of official authority being the Universities (Scotland) Act 1858, section 12(2) i.e. "to effect improvements in the internal arrangements of the University," (subject to conditions laid down by that legislation; And/or the Universities (Scotland) Act 1889 c. 55, Part 1, Section 6. Powers of the University Court (1) "To administer and manage the whole revenue and property of the University."	Article 6, Contract 1 (b) and/or Article 6, Performance of a task carried out in the public interest 1 (e), as appropriate.
EQUALITY & DIVERSITY MANAGEMENT	Equality & Diversity Monitoring	The activities involved in monitoring equal opportunities within the institution.	Activities include: collecting data on student recruitment, admissions, progression and attainment, and on employee recruitment and promotion; analysing data in relation to equality for men and women, disabled people, people of different ages and of different racial groups; preparing and submitting formal reports of equal opportunities monitoring to external organisations.				Article 9, Obligations in the field of employment, social security and social protection law 2(b).
EQUALITY & DIVERSITY MANAGEMENT	Equality & Diversity Training	The activities involved in providing training for institutional staff on equality and diversity issues.	Activities include: identifying training requirements; analysing training needs; identifying and evaluating training options.  For external training, activities include: identifying and evaluating training programmes; organising attendance at training events; evaluating training programmes/events.  For internal training, activities include: developing training programmes; organising and arranging training events; delivering training; evaluating training programmes/events.			Where staff are required to participate in training, then contract as a legal basis will apply. A relevant public task.	Article 6, Contract 1 (b) and/or Article 6, Performance of a task carried out in the public interest 1 (e), as appropriate.
EQUALITY & DIVERSITY MANAGEMENT	Discrimination Complaints Handling	The activities involved in handling formal complaints about (alleged) discrimination by or within the institution and against staff or students on the grounds of gender, disability, race, religion, sexuality, or age.	Activities include: reviewing and investigating complaints; informing complainants about the outcomes of reviews and investigations; responding to any further action taken by complainants.				Article 6, Legal obligation 1 (c) and/or Article 6, Performance of a task carried out in the public interest 1 (e) and/or Article 6, Contract 1 (b), as appropriate. Article 9, Processing to establish or exercise a defence against a legal claim (2(f)) when special categories of personal data are processed.
EQUALITY & DIVERSITY MANAGEMENT	Ethnic Minority Mentoring Scheme Co-ordination	The activities involved in co-ordinating the institution's participation in the national Ethnic Minority Mentoring Scheme.	Activities include: handling applications for the Scheme; matching mentors with mentees; monitoring the mentor-mentee relationship and progress.			If there is a legal obligation to report then Article 6, 1 (c) compliance with legal obligation will also be available.	Article 6, Legal obligation 1 (c) and/or Article 6, Performance of a task carried out in the public interest 1 (e) and/or Article 6, Contract 1 (b), as appropriate. Article 9, Processing to establish or exercise a defence against a legal claim (2(f)) when special categories of personal data are processed.
EQUALITY & DIVERSITY MANAGEMENT	Disability Equality Compliance	The activities involved in complying with legislation on disability equality (D1).	Activities include: preparing and publishing the institution's Disability Equality Scheme (N1), including publishing a revised Scheme every three years; preparing and publishing the institution's annual reports on the implementation of its Disability Equality Scheme (N2); assessing the impact of the institution's policies on equality for disabled people.	Legislation on disability equality means legislation against discrimination, harassment or victimisation on the grounds of disability.  In the UK, key legislation is: Disability Discrimination Act 1995 (1995 c. 50); Disability Discrimination Act 2005 (2005 c. 13).  In England and Wales, key legislation is: Disability Discrimination (Public Authorities)(Statutory Duties) Regulations 2005 (SI 2005/2966).  In Scotland, key legislation is: Disability Discrimination (Public Authorities)(Statutory Duties)(Scotland) Regulations 2005 (SSI 2005/665).	England and Wales Duty imposed by Regulation 2 of Disability Discrimination (Public Authorities)(Statutory Duties) Regulations 2005 (SI 2005/2966).  Scotland Duty imposed by Regulation 2 of Disability Discrimination (Public Authorities)(Statutory Duties)(Scotland) Regulations 2005 (SSI 2005/665).  England and Wales Duty imposed by Regulation 4 of Disability Discrimination (Public Authorities)(Statutory Duties) Regulations 2005 (SI 2005/2966).  Scotland Duty imposed by Regulation 5 of Disability Discrimination (Public Authorities)(Statutory Duties)(Scotland) Regulation 2005 (SSI 2005/665).	See definitions for range of legislative references.	Article 6, Legal obligation 1 (c) and Article 9, Obligations in the field of employment, social security and social protection law 2(b), as appropriate.

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EQUALITY & DIVERSITY MANAGEMENT	Race Equality Compliance	The activities involved in complying with legislation on race equality (D1).	Activities include: preparing and publishing the institution's race equality policy (N1); assessing the impact of the institution's policies on students and staff from different racial groups; and publishing the results (N2); monitoring, by racial group, student admission and progress, and employee recruitment and career progress, and publishing the results (N3).	Legislation on race equality means legislation against discrimination, harassment or victimisation on the grounds of race.  In the UK, key legislation is: Race Relations Act 1976 (1976 c. 74); Race Relations (Amendment) Act 2000 (2000 c. 34); Race Relations Act 1976 (Statutory Duties) Order 2001 (SI 2001/3458).	Duty imposed by Article 3(1) of Race Relations Act 1976 (Statutory Duties) Order 2001 (SI 2001/3458).  Duty imposed by Article 3(4)(a) of Race Relations Act 1976 (Statutory Duties) Order 2001 (SI 2001/3458).	See definitions for range of legislative references.	Article 6, Legal obligation 1 (c) and Article 9, Obligations in the field of employment, social security and social protection law 2(b), as appropriate.
EQUALITY & DIVERSITY MANAGEMENT	Gender Equality Compliance	The activities involved in complying with legislation on gender equality (D1).	Activities include: preparing and publishing the institution's Gender Equality Scheme (N1), including publishing a revised scheme every three years (N2); preparing and publishing the institution's annual reports on the implementation of its Gender Equality Scheme (N3); assessing the impact of the institution's policies on equality between men and women.	Legislation on gender equality means legislation against discrimination, harassment or victimisation on the grounds of gender.  In the UK, key legislation is: Sex Discrimination Act 1975 (1975 c. 65); Employment Equality (Sex Discrimination) Regulations 2005 (SI 2005/2487); Sex Discrimination Act 1975 (Public Authorities)(Statutory Duties) Order 2006 (SI 2006/2930).	Duty imposed by Article 3(4)(b) of Race Relations Act 1976 (Statutory Duties) Order 2001 (SI 2001/3458).  Duty imposed by Article 2 of Sex Discrimination Act 1975 (Public Authorities)(Statutory Duties) Order 2006 (SI 2006/2930).  Duty imposed by Article 6 of Sex Discrimination Act 1975 (Public Authorities)(Statutory Duties) Order 2006 (SI 2006/2930).	See definitions for range of legislative references.	Article 6, Legal obligation 1 (c) and Article 9, Obligations in the field of employment, social security and social protection law 2(b), as appropriate.
HEALTH & SAFETY MANAGEMENT	Health & Safety Inspection	The activities involved in conducting health and safety inspections of the institution's premises and operations.					Article 6, Legal obligation 1 (c) and Article 9, Obligations in the field of employment, social security and social protection law 2(b), as appropriate.
HEALTH & SAFETY MANAGEMENT	Health & Safety Audit	The activities involved in conducting health and safety audits of the institution's activities and operations.	Activities include: planning audits; conducting audits; preparing and delivering audit reports; reviewing and responding to audit reports.				Article 6, Legal obligation 1 (c) and Article 9, Obligations in the field of employment, social security and social protection law 2(b), as appropriate.
HEALTH & SAFETY MANAGEMENT	Health & Safety Consultation	The activities involved in consulting the institution's workforce, either directly or through representatives, on the management of health and safety matters within the institution.					Article 6, Legal obligation 1 (c) and Article 6, Contract 1 (b), as appropriate.
HEALTH & SAFETY MANAGEMENT	Health & Safety Information, Instruction & Training Provision	The activities involved in providing information, instruction and training on health and safety matters to staff, students and others who use the institution's facilities.					Article 6, Legal obligation 1 (c) and Article 6, Contract 1 (b), as appropriate.
HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Identification & Risk Assessment	The activities involved in identifying health and safety hazards in the institution's premises or caused by its operations, conducting risk assessments to establish the likelihood and consequences of those risks and implementing appropriate measures to eliminate the risks or to mitigate their consequences.					Article 6, Legal obligation 1 (c) and Article 9, Obligations in the field of employment, social security and social protection law 2(b), as appropriate.
HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Display Screen Equipment	The activities involved in controlling the exposure of staff to risks associated with use of display screen equipment.	Activities include fulfilling the institution's duties under the Health & Safety (Display Screen) Equipment Regulations 1992 by: assessing the risks to health and safety created by using workstations (Regulation 2); providing training (Regulation 6) and information (Regulation 7) for employees using workstations.			See scope for range of legislative references.	Article 6, Legal obligation 1 (c).
HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Noise	The activities involved in controlling the exposure of staff, students and others to noise in the institution's premises or in other places affected by its operations.	Activities include fulfilling the institution's duties under the Control of Noise at Work Regulations 2005 by: assessing the risks to health and safety created by exposure to noise (Regulation 5); providing (Regulation 7) and maintaining (Regulation 8) personal protective equipment to control exposure to noise; conducting health surveillance of employees who are exposed to noise (Regulation 9); providing information, instruction and training for employees exposed to noise (Regulation 10).			See scope for range of legislative references.	Article 6, Legal obligation 1 (c) and Article 9, Obligations in the field of employment, social security and social protection law 2(b), as appropriate.
HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Hazardous Substances	The activities involved in controlling the exposure of staff, students and others to hazardous substances in the institution's premises or in other places affected by its operations.	Activities include fulfilling the institution's duties under the Control of Substances Hazardous to Health Regulations 2002 by: keeping a list of employees exposed to Group 3 or Group 4 biological agents, and records of exposures, accidents and incidents involving these agents (Schedule 3, paragraph 4); assessing the risks to health created by exposure to substances hazardous to health (Regulation 6); providing (Regulation 7) and maintaining (Regulation 9) equipment to control exposure to substances hazardous to health; monitoring employees' general and individual exposure to substances hazardous to health (Regulation 10); conducting health surveillance of employees exposed to substances hazardous to health (Regulation 11); providing information, instruction and training for employees who are exposed to substances hazardous to health (Regulation 12); developing plans and information to deal with accidents, incidents and emergencies related to the presence of substances hazardous to health and responding to emergencies which occur (Regulation 13).			See scope for range of legislative references.	Article 6, Legal obligation 1 (c) and Article 9, Obligations in the field of employment, social security and social protection law 2(b), as appropriate.
HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Lead	The activities involved in controlling the exposure of staff, students and others to lead in the institution's premises or in other places affected by its operations.	Activities include fulfilling the institution's duties under the Control of Lead at Work Regulations 2002 by: assessing the risks to health created by work involving lead (Regulation 5); providing (Regulation 6) and maintaining (Regulation 8) equipment to control exposure to lead; monitoring employees' exposure to lead (in air) (Regulation 9); conducting medical surveillance of individual employees who are exposed to lead (Regulation 10); providing information, instruction and training for employees who are exposed to lead (Regulation 11); developing plans and information to deal with accidents, incidents and emergencies related to the presence of lead, and responding to emergencies which occur (Regulation 12).			See scope for range of legislative references.	Article 6, Legal obligation 1 (c) and Article 9, Obligations in the field of employment, social security and social protection law 2(b), as appropriate.
HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Asbestos	The activities involved in controlling the exposure of staff, students and others to asbestos in the institution's premises or in other places affected by its operations.	Activities include fulfilling the institution's duties under the Control of Asbestos Regulations 2006 by: assessing the presence and condition of asbestos (Regulation 5); assessing the risks to health created by exposure to asbestos (Regulation 6); producing written plans of work for undertaking work with asbestos (Regulation 7); notifying enforcing authorities of proposed work with asbestos (Regulation 9); providing information, instruction and training for employees who are exposed to asbestos (Regulation 10); maintenance of equipment provided to control exposure to asbestos (Regulation 13); developing plans and information to deal with accidents, incidents and emergencies related to the presence of asbestos, and responding to emergencies which occur (Regulation 15); monitoring employees' general and individual exposure to asbestos (Regulation 19); conducting medical surveillance of employees exposed to asbestos (Regulation 22).			See scope for range of legislative references.	Article 6, Legal obligation 1 (c) and Article 9, Obligations in the field of employment, social security and social protection law 2(b), as appropriate.

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HEALTH & SAFETY MANAGEMENT	Health & Safety Hazard Exposure Control - Ionising Radiation	The activities involved in controlling the exposure of staff, students and others to ionising radiation in the institution's premises or in other places affected by its operations.	Activities include fulfilling the institution's duties under the Ionising Radiations Regulations 1999 by: assessing the risks to health created by work with ionising radiation (Regulation 7); providing (Regulation 8) and maintaining (Regulation 10) equipment to control exposure to ionising radiation; developing contingency plans to deal with radiation accidents (Regulation 12); providing information, instruction and training for employees who are exposed to ionising radiation (Regulation 14); maintaining equipment for monitoring levels of ionising radiation (Regulation 19); monitoring of levels of ionising radiation in designated controlled areas (Regulation 19); assessing doses of ionising radiation received by 'classified persons' which are likely to be significant (Regulation 21); investigating the exposure of 'classified persons' to ionising radiation (Regulation 22); assessments of individual doses of ionising radiation received as a result of a radiation accident (Regulation 23); conducting medical surveillance of individual employees who are exposed to ionising radiation and are required to be under medical surveillance (Regulation 24); investigating (possible) overexposure to ionising radiation (Regulation 25); testing to detect leakage from articles containing or embodying radioactive substances (Regulation 27); keeping records of the quantity and location of radioactive substances (Regulation 28); conducting investigations into (possible) accidental release or theft of radioactive substances (Regulation 30).			See scope for range of legislative references	Article 6, Legal obligation 1 (c) and Article 9, Obligations in the field of employment, social security and social protection law 2(b), as appropriate.
HEALTH & SAFETY MANAGEMENT	Health & Safety Incident Recording, Reporting & Investigation	The activities involved in recording and investigating accidents, dangerous occurrences and outbreaks of disease on the institution's premises, and in reporting reportable incidents to the enforcing authorities.	Activities include fulfilling the institution's duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 by recording the details of injuries, dangerous occurrences and outbreaks of notifiable diseases (Regulation 7).			See scope for range of legislative references.	Article 6, Legal obligation 1 (c) and Article 9, Obligations in the field of employment, social security and social protection law 2(b), as appropriate.
HEALTH & SAFETY MANAGEMENT	Health & Safety Incident Management	The activities involved in planning for the handling of health and safety incidents (including fires) on the institution's premises, and in responding to incidents which occur.	Activities include: conducting safety risk assessments; assessing requirements for the nomination/appointment of specially-trained staff to assist in implementing safety measures; nominating staff to be trained to assist in implementing safety measures, and providing training; assessing requirements for fire detection, fire-fighting and other emergency response equipment; maintaining such equipment for the use of specially-trained staff or fire-fighters; making arrangements with external emergency services for the provision of first-aid, emergency medical assistance, fire-fighting and rescue services; conducting evacuation drills to test procedures for evacuating premises in the event of an emergency.			See scope for range of legislative references.	Article 6, Legal obligation 1 (c).
ENVIRONMENTAL MANAGEMENT	Environmental Hazard Identification & Risk Assessment	The activities involved in identifying environmental risks affecting the institution's premises or operations, conducting risk assessments to establish the likelihood and consequences of those risks and implementing appropriate measures to eliminate the risks or to mitigate their consequences.					Article 6, Legal obligation 1 (c).
ENVIRONMENTAL MANAGEMENT	Environmental Incident Recording, Reporting & Investigation	The activities involved in recording and investigating environmental incidents on the institution's premises or caused by its operations, and in reporting reportable incidents to the enforcing authorities.					Article 6, Legal obligation 1 (c) and Article 9, Obligations in the field of employment, social security and social protection law 2(b), as appropriate.