



Queen Margaret University  
EDINBURGH

# Health and Safety Policy

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## **SECTION 1 - GENERAL STATEMENT OF POLICY**

It is the Policy of Queen Margaret University to protect and promote, so far as is reasonably practicable, the health, safety and welfare of all its employees, students, visitors and others who may be affected by its activities in accordance with the requirements of the Health and Safety at Work Act 1974. The University considers that good health and safety performance is a fundamental prerequisite if the University's aims are to provide a first class working and teaching establishment.

In particular, it is the intention of the University where it is reasonably practicable to ensure:-

- The provision and maintenance of plant and systems of work which are, as far as is reasonably practicable, safe and free from risks to health by the careful identification, elimination or control of foreseeable hazards in the University Campus. This is seen as an essential part of offering quality education, training and research.
- That safety is considered in planning all activities as well as in day-to-day work.
- The provision of suitable information, instruction, training, equipment, safety devices and supervision to enable employees to perform their work safely and to understand the risks associated with their activities, the control measures in place and the actions to be taken in the event of an emergency or imminent danger.
- The provision and maintenance of a safe, risk free working and learning environment, along with suitable welfare facilities.
- That the University maintains a constant, continuing interest in all health and safety matters, and regularly consults with employees and students.
- That all levels of Management and Supervision lead by example continually promoting safe and healthy working practices in full compliance with this policy.
- All levels of Management and staff have responsibility for the health and safety of themselves and persons and facilities within their designated area of control.
- The day to day management of health and safety at each location will be managed by the Senior Management Team and Executive Board in their respective areas.

Guidance in support of the Policy Statement, detailing organisation, responsibility and arrangements is contained in sections 2, 3 and Appendix 1 of this Policy.

The University recognises the fundamental principles of the Scottish Funding Council's concept of the Safe Learner, and will envelop, support and promote their philosophy of 'promoting risk education, awareness and the learning of health and safety', especially in the preparation of 'Young Persons' to be safe and healthier workers.

The Court and the Principal of the University fully support this Policy Document and will ensure its implementation and monitor its application. They will also ensure it is reviewed periodically or as required, bringing any necessary changes to the attention of all University employees and students.

## **SECTION 2 - RESPONSIBILITIES**

The responsibilities for safety parallels the general management structure of the University: each level of management is responsible for those below, and accountable to those above; to the extent that who has control, has responsibility. This is so that responsibility for ensuring high standards of health and safety performance remains with those who design, arrange or direct the work of the University, which will lead to the development of a thriving safety culture throughout the University.

### **2.1 The Court of Queen Margaret University**

The Court recognises that it has responsibility for health, safety and welfare matters. It will authorise and approve the Policy and support the efforts of the Principal and the Executive Board and managers in achieving policy objectives.

### **2.2 Principal/Vice Chancellor**

The Principal shall have ultimate responsibility for all operational activities within Queen Margaret University. This will include: providing and maintaining adequate workplace health, safety and welfare provisions and standards to safeguard all employees, students and others; such as visitors, contractors, neighbouring companies and the public at large. The Principal in conjunction with the Court is responsible for approving the Policy Document and will:-

- 2.2.1 Monitor the overall effectiveness of the Health and Safety Policy, ensuring the policy is reviewed at least annually and is revised where necessary.
- 2.2.2 Ensure adequate resources are made available to comply with health and safety requirements.
- 2.2.3 Delegate responsibilities both general and specific to appropriate staff as identified in the following sections, to ensure the above is effectively applied. The structure of health and safety responsibility is shown in the organisational chart at Appendix 1 to this policy.
- 2.2.4 The Principal will ensure the implementation of this policy by active management and review of health and safety within the organisation.
- 2.2.5 The Principal will actively promote good health and safety standards and set a good personal example.

### **2.3 Senior Managers - Vice Principals, Deans, Directors**

Responsible to the Principal of Queen Margaret University for health and safety issues in terms of implementation, monitoring, and review of the policy. This line of management will:-

- 2.3.1 Be responsible for the day to day health and safety management of all personnel and students within their areas of control.
- 2.3.2 Actively promote and encourage the development of a culture of health and safety awareness within their area of responsibility.
- 2.3.3 Make proper arrangements for the investigation, analysis and reporting of all notifiable accidents, incidents and near misses, with a view to preventing similar occurrences in the future.

- 2.3.4 Ensure regular health and safety inspections and any necessary remedial works identified are carried out where applicable.
- 2.3.5 Ensure managers/nominated employees carry out risk assessments, and where necessary, any remedial/preventative actions are completed. They should ensure that risk assessments are monitored and regularly reviewed when necessary.
- 2.3.6 Ensure safe systems of work are in place and adhered to by all employees and students.
- 2.3.7 Consult effectively with all employees under their control on health and safety matters.
- 2.3.8 Consider the health and safety implications of any materials, plant or equipment purchased by the department on behalf of the University, consulting with the Deputy Director of Facilities and/or the Health and Safety Advisor where necessary.
- 2.3.9 Set a good personal example on health and safety.

In addition to the above Managers who are responsible for all aspects of the day to day management of the Campus shall:-

- 2.3.10 Ensure that any premises and equipment under their area of control are suitable, safe and without risks to health.
- 2.3.11 Appoint a Nominee(s) who will be responsible for the day to day management of their areas of control in their absence.
- 2.3.12 Ensure that regular fire and emergency practice drills are carried out each term and they are recorded, with the assistance of the Deputy Director of Facilities and the Health and Safety Advisor where applicable.

## 2.4 **Line Managers**

This level of management has responsibility for the day to day management of the health, safety and welfare of all personnel and students within their department/areas of control. They are responsible for the effective implementation and achievement of this policy in their specific areas of control, Managers will:-

- 2.4.1 Ensure that the organisation of health and safety responsibility within the department is clearly defined and documented.
- 2.4.2 Where applicable ensure health and safety training and supervision of students is an indispensable element of departmental teaching.
- 2.4.3 Ensure that all employees, students, visitors and contractors are made aware of any hazards, safety rules and/or procedures which may be encountered within their areas of control, including the precautions to be taken against these hazards and procedures to be followed in the event of a fire or emergency situation.
- 2.4.4 Empower members of the departmental staff to act, to suspend or stop any departmental activity that is not being carried out correctly and which could cause harm to others or damage to property etc.

- 2.4.5 Appoint suitable person(s) to select, purchase and issue Personal Protective Equipment/Clothing ensuring the equipment/clothing is maintained or replaced as necessary. This will be recorded.
- 2.4.6 Enforce the wearing of Personal Protective Equipment/Clothing in designated areas where applicable.
- 2.4.7 Ensure all equipment, plant and substances used are suitable for the task; handled, stored and distributed correctly and kept in good working condition through regular inspection, maintenance and servicing where required. This records to be maintained.
- 2.4.8 Ensure all equipment, plant and substances are correctly disposed of with the appropriate documentation kept on file.
- 2.4.9 Assess the health and safety training needs of employees under their control and provide all necessary instruction, training, information and supervision as appropriate to enable employee duties to be conducted safely. This includes ensuring that procedures are in place for the induction of new employees and students.
- 2.4.10 Ensure all accidents, incidents and near misses are properly recorded and reported and that they are effectively investigated where applicable to ensure that suitable preventative measures are put in place to prevent reoccurrence. (Where appropriate with the assistance of the Health and Safety Advisor.)
- 2.4.11 Familiarise themselves with the guidance on accident reporting to make themselves aware of what is a reportable accident to the HSE (Health and Safety Executive), and ensure that such accidents are reported immediately via the Accident Reporting system.
- 2.4.12 Enforce disciplinary procedures where appropriate when non-compliance with health and safety procedures have been identified.
- 2.4.13 Monitor and enforce the "Smoking Policy within their areas of responsibility.
- 2.4.14 Seek advice and guidance from the Health and Safety Advisor as appropriate on health and safety issues.
- 2.4.15 Ensure the needs of high risk/special needs workers and students (e.g. disabled, pregnant, lone workers, young/vulnerable persons, home workers) are assessed and adequate measures are taken to ensure their health, safety and welfare within their area of responsibility.
- 2.4.16 Ensure regular safety inspections are carried out and recorded within their area of responsibility where applicable.
- 2.4.17 Where applicable ensure safe systems of work are in place and adhered to by all.
- 2.4.18 Consult with employees under their control on health and safety matters and ensure that health and safety is a regular agenda item at departmental meetings.
- 2.4.19 Ensure all personnel they are responsible for complete the mandatory Workrite on-line training packages.
- 2.4.20 Promote a culture of health and safety awareness and set a good personal example on health and safety.

- 2.4.21 Consider the health and safety implications of any materials, plant or equipment purchased on behalf of the University. Consulting the Deputy Director of Facilities and/or the Health and Safety Advisor where applicable.
- 2.4.22 Nominate competent personnel to carry out suitable and sufficient risk assessments, which take account of all significant hazards inherent in the work/activities within their area of responsibility, ensuring they are recorded and any remedial requirements are addressed and acted upon. Also ensure the risk assessments database is maintained and that risk assessments are regularly monitored and reviewed as necessary.
- 2.4.23 Report to their immediate superior on a regular basis on the application and implementation of health and safety matters within areas under their control.
- 2.4.24 Nominate competent personnel within their area of control to train and act as fire marshals/wardens and evac chair operators.
- 2.4.25 Actively participate in fire drills, ensuring roll calls are carried out where applicable.

## **2.5 All Employees**

All University employees are expected to comply with any health and safety arrangements that are in force within the University. Staff are under a legal obligation to take reasonable care for the health and safety of themselves and others. Anyone contravening these stipulations may be subject to University disciplinary proceedings. All employees must familiarise themselves with, and conform to the University Health and Safety Policy, and will:

- 2.5.1 Assist the University in fulfilling its health and safety obligations by taking reasonable care for the health and safety of themselves and others, who may be affected by their acts or omissions.
- 2.5.2 Promote a culture of health and safety awareness and set a good personal example on health and safety.
- 2.5.3 Observe all safety rules, codes of practice, safe systems of work or instructions devised for their health and safety. Co-operate fully with managers in the investigation of accidents, incidents and near misses and the management and implementation of health and safety within their working environment.
- 2.5.4 Work safely, and not remove any safety device or guard provided for the purpose of ensuring safety or interfere with or mis-use anything provided in the interest of health and safety.
- 2.5.5 Report all hazards, potential dangers, accidents and damage that may occur in the course of their work to their Manager and the Health and Safety Advisor without delay and where applicable to the Facilities department. This should include all 'near misses'. For all accidents resulting in injury, seek medical attention from a First Aider without delay.
- 2.5.6 Ensure that all safety/protective equipment is used/worn in the designated areas and that it is maintained as supplied and in line with manufacturer's recommendation and appropriate training, reporting any defects to their Manager.



- 2.5.7 Make suitable suggestions and recommendations with regards to improvements in areas of health, safety and welfare, to their Manager, Safety Representative or the Health and Safety Advisor, and assist in the risk assessment process wherever reasonably practicable or necessary.
- 2.5.8 Adhere to and enforce the "Smoking" Policy within the University Campus'.
- 2.5.9 Use any designated walkways, avoiding traffic areas where possible.
- 2.5.10 When bringing vehicles onto University property, adhere to and obey all speed limits, warning signs and other safety and traffic signs. At all times ensuring that vehicles are parked safely in designated parking spaces.
- 2.5.11 Ensure that their own areas of work are at all times kept clean, tidy and free from hazards that may cause poor posture, slips, trips or falls.
- 2.5.12 Actively participate in fire and emergency evacuations.
- 2.5.13 Take responsibility for any students, visitors or contractors etc., under their control, ensuring that they are made aware of the University's fire and emergency evacuation procedures. If safe to do so escort students, visitors and contractors etc. (under their control), to the Fire Assembly Points during evacuations.
- 2.5.14 Upon hearing the fire alarm follow the fire guidance on evacuating the building safely.
- 2.5.15 Ensure that they complete the mandatory Workrite on-line training packages.

## **2.6 Students**

It is for the University and University Staff to ensure the health, safety and welfare of students. Students do however have a part to play, in particular they will:-

- 2.6.1 Follow any health and safety rules, which apply in their course areas and in the University, and conduct themselves in a way that does not endanger themselves or others.
- 2.6.2 Ensure that where they are instructed to wear safety/protective equipment it is used and worn in the designated areas and that it is maintained as supplied and in line with manufacturer's recommendation and appropriate training, reporting any defects to their lecturer.
- 2.6.3 Not misuse any equipment provided in the interest of health and safety, i.e. fire alarms, fire extinguishers, personal protective equipment.
- 2.6.4 Report all accidents, incidents or anything they consider may be a risk to health and safety to their course lecturer or a member of staff.
- 2.6.5 Adhere to the Smoking Policy within the University Campus.
- 2.6.6 Use any designated walkways, avoiding traffic areas where possible.
- 2.6.7 When bringing vehicles onto University property, adhere to and obey all speed limits, warning signs and other safety and traffic signs. At all times ensuring that vehicles are parked safely in designated parking spaces.

- 2.6.8 Students on professional programmes should be conversant and comply with the health and safety requirements of the relevant professional regulatory body.

## **2.7 Visitors, Contractors and Others**

- 2.7.1 All visitors, contractors and others arriving on site are required to report to Reception where they will be required to sign in on arrival and out upon departure.
- 2.7.2 All visitors, contractors and others invited to or expected to work on University property are required to comply fully with both this University Policy and any other specific rules and conditions applicable to them throughout their period of engagement or visit.
- 2.7.3 On no account should any on-site work be conducted by a contractor, sub-contractor or self-employed person until they have received a copy of the University's "Rules and Conditions for Contractors".

All visitors, contractors and others, whilst on University premises, shall:

- 2.7.4 Comply with all relevant health and safety legislation appropriate to their area of work activity/equipment/substances used and service provided.
- 2.7.5 Comply and co-operate fully with all instructions, safe working practices and guidance as supplied by the University and its management.
- 2.7.6 Ensure positive co-operation and co-ordination with the University providing any health and safety documentation or information requested.
- 2.7.7 Where applicable report to the Contract Manager, the Health and Safety Advisor and Facilities Department any incident, accident, near miss or potentially dangerous situation, which could cause injury or ill health to persons or damage to property.
- 2.7.8 Ensure that any protective equipment identified as being required for the work activity is provided, used and enforced at all times.
- 2.7.9 Ensure sufficient information, instruction, training and supportive supervision as necessary is provided so that work and learning can be conducted in a safe and healthy manner, without risk to either University employees, students or others that may be affected.
- 2.7.10 Adhere to the Smoking Policy within the University Campus.
- 2.7.11 Use any designated walkways, avoiding traffic areas where possible.
- 2.7.12 When bringing vehicles onto University property, adhere to and obey all speed limits, warning signs and other safety and traffic signs. At all times ensuring that vehicles are parked safely in designated parking spaces.

## **Persons with Key Health and Safety Responsibilities**

### **2.8 Health and Safety Advisor**

The Health and Safety Advisor has a key responsibility for supporting the development of a safe and healthy working environment and shall act as the 'competent' person for advising on health and safety matters to the University by:

- 2.8.1 Assisting with the co-ordination of health and safety support services whilst giving advice and guidance to all. In addition, assist management with the monitoring and review of health and safety performance and documentation.
- 2.8.2 Assisting the Principal in periodically reviewing and improving the Health and Safety Policy Document.
- 2.8.3 Assisting with the investigation of accidents, incidents and near misses, in addition to the preparation and maintenance of formal reports and records e.g. RIDDOR.
- 2.8.4 Assisting with the co-ordination, organisation and monitoring of relevant health and safety training, fire drills and emergency evacuation procedures and ensure records of these activities are kept.
- 2.8.5 Promoting and giving advice on safe working practices including equipment, protective clothing, plant and machinery.
- 2.8.6 Advising the Principal, Senior Managers, Line Managers and staff on Health and Safety.
- 2.8.7 Representing the University in dealings with the enforcing authority.
- 2.8.8 Assisting nominated employees in the completion of risk assessments and inspections.
- 2.8.9 Ensuring Fire Risk Assessments and Safety Audits are carried out when required.

## 2.9 **Deputy Director of Facilities**

The Deputy Director of Facilities has a key role with regards to health and safety and will be responsible for the day to day maintenance of the Campus, and will:-

- 2.9.1 Ensure the safety and maintenance of building service systems, and site/building access and egress.
- 2.9.2 Select and vet the appointment of contractors used in the above operations to ensure competent and safe completion of work.
- 2.9.3 Ensure that maintenance and repair work is carried out in a way which does not put employees, students, visitors or others at risk.
- 2.9.4 Ensure the completion of risk assessments, method statements and safe working procedures for works to be carried out by contractors they appoint and for staff under their control, reviewing them when required.
- 2.9.5 Where applicable, assist with the investigation of accidents, incidents and near misses, ensuring that reports are compiled and appropriate remedial actions are completed.
- 2.9.6 Where applicable, assist nominated employees in the completion of risk assessments and inspections.
- 2.9.7 Ensure effective emergency evacuation procedures are in place and that fire drills are carried out at least once per term and that these are recorded.
- 2.9.8 Ensure that statutory inspections are completed and recorded accordingly.

## 2.10 **Electrical Duty Holder**

As the University appointed “authorised” person with specific responsibility for site electrical safety the Electrical Duty Holder (whether an employee or contractor) will:-

- 2.10.1 Take all reasonable steps and exercise due diligence in ensuring that all on-site electrical systems, fixed and portable tools or equipment are installed, operated and maintained in a safe condition and that suitable records are kept.
- 2.10.2 Ensure safe electrical working procedures and arrangements in line with legislative and University requirements, especially when working on or near live conductors. This includes the application of isolation procedures and permits to work for high-risk activities.
- 2.10.3 Co-operate with the University so far as is necessary to ensure that the duty placed upon them is adequately fulfilled.
- 2.10.4 Work strictly within their personal level of competence and in a manner that should not give rise to danger. Seek expert advice for issues outside of personal competency. Similarly, ensure that any person (electricians) working with them, or for them, are competent.
- 2.10.5 When using outside contractors for electrical work, ensure they are registered with an organisation which checks the work of its members, such as NICEIC.
- 2.10.6 Ensure that protective equipment is suitable, adequately maintained and properly used.
- 2.10.7 Ensure that statutory inspections such as 5 yearly fixed testing and annual PAT testing are carried out and that this is recorded.

## 2.11 **Information and Learning Services**

Information and Learning Services are responsible for IT within the University and will:-

- 2.11.1 Support the application of safe working procedures relating to the safe use and operation of Display Screen Equipment etc.
- 2.11.2 Ensure the safe operation, installation and maintenance of all on-site IT equipment and multi-function devices using contractors where applicable.
- 2.11.3 Ensure all purchased IT equipment complies fully with all relevant legislation.
- 2.11.4 Assist with general ergonomic considerations when positioning and installing equipment.
- 2.11.5 Consult with the Facilities Department when planning work which may affect the buildings electrical systems or give rise to electrical hazards.
- 2.11.6 Ensure that employees under their control isolate (by disconnecting the power lead) and earth the equipment (due to stored energy in the circuit board) prior to working on it.
- 2.11.7 Ensure that all computer equipment is correctly disposed off in accordance with statutory requirements and that the appropriate documentation is kept.

## 2.12 Human Resources Department

The Human Resources department will ensure:-

- 2.12.1 That accurate records are kept in relation to training, medical, and personnel matters.
- 2.12.2 That University HR policies comply with current Health and Safety legislation.
- 2.12.3 That all new employees are fully inducted with regards to health and safety policies and procedures.
- 2.12.4 That all employees complete the mandatory Workrite training courses which include Health and Safety, Fire Safety, Manual Handling and Display Screen Equipment.
- 2.12.5 That Managers carry out risk assessments for pregnant workers as soon as the University is made aware and that any remedial actions are completed, and that the assessments are regularly reviewed throughout the course of the pregnancy and upon return to work where applicable.

## 2.13 Security

2.13.1 The Senior Security Guard will act as Senior Fire Marshal and will co-ordinate any emergency evacuations from the building. In their absence the appointed nominee(s) from Security will take on this role. They will coordinate the activities of the Fire Team and First Aiders in the event of a fire or emergency evacuation of the Campus, and act as point of contact for the Emergency Services. They will also carry out the following:

- Ensure the site is regularly checked for breaches in any fire precautions or requirements and arrange for these to be corrected as necessary.
- Ensure that fire-fighting equipment is regularly inspected, maintained, and kept in its correct position.

2.13.2 Ensure all visitors check/sign in at Reception upon arrival, and sign out on departure.

2.13.3 Check Student and Staff ID badges where applicable.

2.13.4 Conduct patrols of the University Campus where applicable.

## 2.14 Fire Marshals and Fire Wardens

A suitable number of employees will be appointed and trained as fire marshals and fire wardens. In the event of an evacuation of the building becoming necessary fire marshals and fire wardens will have the following responsibilities.

2.14.1 Attend appropriate training course as necessary to fulfil duties of a fire marshal/warden.

2.14.2 If safe to do so assist employees, students and visitors from the building and check the area of the building for which they have responsibility, including toilets, storage areas etc., checking that the area is completely cleared where possible, ensuring they never put themselves at risk.

- 2.14.3 If safe to do so, close any windows or doors which are open when leaving the building.
- 2.14.4 Attack small fires with extinguisher provided, if safe to do so, and within their own capabilities as instructed through appropriate training sessions.
- 2.14.5 Proceed, without delay, to the nearest Fire Assembly Point, carry out roll calls where applicable and then report immediately to the Assembly Point Fire Marshal.
- 2.14.6 For further details please refer to the University's Fire Strategy.

## **2.15 First Aiders and Appointed Persons**

A suitable number of employees will be appointed and trained as first aiders and appointed persons, and their responsibilities will be to:-

- 2.15.1 Administer first aid treatment to those in need, in line with their training, and assist the emergency services if called upon to do so.
- 2.15.2 After treating the patient ensure the Accident/Incident form is completed without delay on the electronic form and then emailed to the Health and Safety Advisor. If using a paper version, they must ensure it is passed without delay to the Health and Safety Advisor to ensure it is recorded on the system.
- 2.15.3 All first aiders must keep a log of first aid treatment/assistance given and a list of supplies used in their logbook. They must ensure that they arrange for the replacement of any items used from the first aid box.
- 2.15.4 Where hospital treatment is deemed necessary First Aiders are required to arrange for the patient to be taken to hospital and report back to the appropriate Manager and the Health and Safety Advisor on their condition.
- 2.15.5 For further details please refer to the guidance document for First Aiders.

## **2.16 Off-Site Workers**

Off Site workers, those engaged on work in premises not controlled by the University must exercise a particularly high level of self-discipline and safety awareness and will:-

- 2.16.1 Inform their Manager of any unsafe conditions, customer requests, working practices, accidents, incidents or near miss situations encountered.
- 2.16.2 Comply fully with the host employer's policy/rules and conditions for safe working when working on non University premises (in addition to University policy directions).
- 2.16.3 Whilst working at non University premises, ensure an understanding of the procedures for fire, serious or imminent danger and on-site hazards and precautions, in addition to being aware of the responsible person for Health and Safety on the site.
- 2.16.4 Where applicable carry out a risk assessment for the work activities to be undertaken by themselves.

## **2.17 Young Person(s)**

The University has an especially high duty of care towards employees, who have reached school leaving age (around 16 years of age) but have not reached 18 years of age. The University will show a higher duty of care towards the 'Young Person', and emphasis will be on ensuring that the Young Person's level of interpretation and understanding of their own responsibilities is in line with the requirements expected under law, and in regards to this policy. Young Persons shall:-

- 2.17.1 Comply with the requirements identified by any relevant 'Young Persons' risk assessments.
- 2.17.2 Comply fully with this Policy document and any other health and safety guidance given by their appointed manager or lecturer.
- 2.17.3 Whenever in doubt, stop the work/learning activity immediately and seek advice from their appointed line manager or lecturer.

## **2.18 Pregnant Employees and Students**

- 2.18.1 In order for the University to fulfil its legal obligations and in line with individual's legal obligations, any employee who knows they are pregnant should notify their Manager or HR Advisor as soon as possible. Students should advise their programme leader/lecturer as soon as possible.
- 2.18.2 Once notified, the University in conjunction with the pregnant employee/student will carry out an appropriate risk assessment of the employee's/student's tasks/activities to ensure she and her unborn child are not put at any unnecessary risk.

## **2.19 Lone Workers**

Lone Workers are classified as persons who are required to work by themselves without close or direct supervision. All such persons are required to ensure that they are conversant with the Lone Workers guidance.

- 2.19.1 Lone Workers will ensure that the area they are working within is safe and that they follow the instructions set out by the safe system of work or risk assessment.
- 2.19.2 An employee who in the course of their work is required to work alone must advise their manager if they have any health problems which could put them at risk.

## **2.20 Persons with Disabilities**

- 2.20.1 In order for the University to fulfil its legal obligations and in line with individual's legal obligations, any employee who has a disability are requested if they wish to do so, to notify their Manager or HR Partner of the disability and advise if they would like an assessment carried out to identify if they require any additional support whilst at work.. Students should advise the Disability Advisors in Student Services.
- 2.20.2 Once notified, the University in conjunction with the employee/student will carry out an appropriate assessment of the employee's/student's tasks/activities to ensure they are not put any unnecessary risk and any support identify during the assessment is implemented.

## **2.21 SECTION 3 - GENERAL ARRANGEMENTS**

### **3.1 Health and Safety Management**

- 3.1.1 The University has a Health and Safety Committee, which meets quarterly. Minutes of the Committee meetings are reviewed by the Executive Board and the University Court, and are made available on the staff intranet. In addition, the Committee produces an annual report which is reviewed by the University Court. For further details please refer to the guidance on Consultation and Communications with staff and students.
- 3.1.2 Health and Safety is regularly reviewed on various University management meetings and team meetings.

### **3.2 Health and Safety Audit, Monitoring and Review**

- 3.2.1 Health and Safety is regularly reviewed by the Audit Committee (please refer to terms of reference), by departmental managers and the Health and Safety Advisor.
- 3.2.2 Health and Safety inspections will be carried out at the appropriate intervals as and when required by an appointed person.

### **3.3 Risk Assessment**

- 3.3.1 It is the responsibility of all senior managers to ensure that risk assessments are carried out by competent personnel within their areas of responsibility. Copies of completed risk assessments will be added to the risk assessment database. Risk Assessments will be reviewed at regular intervals, or if there has been any significant change in the work/learning activity or environment.
- 3.3.2 Display Screen Equipment Users and Home Workers will complete the Workrite on-line training and will then complete a self-assessment.
- 3.3.3 Out Based/Off Site Workers will carry out self-assessment on the appropriate forms.
- 3.3.4 Risk assessments will also be conducted for all student related out of University activities including educational and residential visits and work placements. Assessments will also be completed for students with special needs etc., for further details please refer to the relevant guidance.
- 3.3.5 The risk assessment process will take into consideration the different age groups within the University, especially taking into consideration the higher duty of care required for Young Persons and the elderly and safeguarding policy and procedures. They will also consider the needs of high risk workers and persons with a disability.
- 3.3.6 For further details please refer to the guidance on Risk Assessment.

### **3.4 Health and Safety Induction**

- 3.4.1 All new employees will receive appropriate induction from the Senior Manager or Line Manager regarding health and safety relevant to their area of employment, including instructions on the University's fire and emergency procedures, accident reporting. Details of training provided will be recorded and made available on request.



- 3.4.2 New employees will also be provided with a copy of the Health and Safety Policy and any other policies or guidance relevant to their work by their line manager.
- 3.4.3 All new Students will receive appropriate induction regarding health and safety within their course area to include fire and emergency procedures, accident reporting. Details of training provided will be recorded and made available on request.

### **3.5 Fire Safety Training**

- 3.5.1 All employees are required to complete the mandatory Workrite fire safety training provided on the University Intranet.
- 3.5.2 Fire Extinguisher training will be provided at regular intervals when appropriate for nominated employees.
- 3.5.3 Procedures for fire evacuation will be regularly displayed in suitable locations throughout the University Campus and on the Health and Safety page on the University Intranet.
- 3.5.4 Practice evacuation drills will be carried out each term at the University Campus.

### **3.6 General Safety Training**

- 3.6.1 All employees are required to complete the Workrite health and safety training provided on the University Intranet.
- 3.6.2 Employees will receive basic health and safety guidance and training in the course of their employment, which will give them an appreciation of the fundamentals of good health and safety practices.
- 3.6.3 Training for employees who require specialist training to enable them to carry out their work safely and within the confinements of the law will receive this training in conjunction with their Manager and HR.

### **3.7 Accident Reporting and Investigation**

An accident is defined as any unplanned event that results in causing injury or ill health to people, damage to property or the environment

- 3.7.1 All accidents/incidents, however slight, must be reported, without delay, on the appropriate Accident/Incident report form on the Intranet or if this cannot be accessed then it should be reported on the accident form which is available from Reception or Human Resources. A copy of the completed form should be sent to the Health and Safety Advisor.
- 3.7.2 Accidents will be investigated to the extent necessary to identify their underlying cause(s) and to enable these to be remedied. The primary responsibility for the investigation rests with the Senior Managers and/or Line Managers of the area in which the accident/incident occurred. The results of the investigation should be recorded on the accident/incident form, or on an accompanying report.
- 3.7.3 The University is under a legal obligation to report some accidents/incidents to the authorities, by telephone, immediately it becomes aware of them. Therefore staff should familiarise themselves with what is a reportable accident and ensure that these are reported as soon as possible to the Health and Safety Advisor. Staff must ensure that any serious accident/incident is recorded and where

applicable take witness statements (taking photographs where possible). For these purposes a serious accident/incident can be considered to be any accident resulting in hospital treatment or an occurrence reportable under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' (please refer to guidance on accident reporting).

**It is, therefore, important that all reportable accidents are reported without delay to ensure that this obligation can be met. If in doubt consult your Manager or the Health and Safety Advisor.**

3.7.4 The Health and Safety Advisor will review all accident/incident forms and will carry out further investigations were deemed necessary.

3.7.5 For further details please refer to the guidance on Accident Reporting.

### 3.8 **Near Miss Reporting**

A 'Near Miss' is defined as an incident that has the potential to cause harm or damage even though no harm or damage is caused.

3.8.1 Near misses must be reported, without delay, on the Near Miss report form which is available on the University intranet. If this cannot be accessed forms can be obtained from the Reception or Human Resources; the completed form should be sent to the Health and Safety Advisor.

3.8.2 Near Misses will be investigated to the extent necessary to identify their underlying cause(s) and to enable these to be remedied. The primary responsibility for the investigation rests with the Senior Managers or Line Managers of the area in which the near miss occurred. The results of the investigation should be recorded on the appropriate form or in an accompanying report.

### 3.9 **Hazard Reporting**

A hazard is anything (article, substance or situation) with the potential to cause harm, injury to people or damage to the environment e.g. electricity, slippery floors, spillages, dangerous parts of machinery etc. The risk is the probability or likelihood of the hazard being realised and the severity of its consequences.

3.9.1 Any hazards identified must be reported immediately to the appropriate manager, Facilities Helpdesk or the Health and Safety Advisor either verbally or via email, to ensure that remedial action is taken.

### 3.10 **First Aid**

3.10.1 The University has appropriate First Aid provisions relevant to the work activity carried out and also the number of employees located on the site. First Aid boxes are located with Security and where applicable First Aiders, First Aid Appointed Persons and the First Aid room.

3.10.2 A duty rota for first aiders will be agreed and implemented. The duty first aiders will be provided with a radio and grab bag which they will collect from and sign for at Reception at the start of their session.

3.10.3 A regularly updated list of trained and qualified First Aiders and First Aid Appointed Persons will be held by the Receptionist showing the name, department and extension of the First Aider and who is on duty; this will also be available on the University Intranet.

3.10.4 First Aiders and Appointed Persons will re-sit their First Aid Qualification every three years with an approved training provider and will receive annual refresher training.

3.10.5 First Aiders trained in the use of defibrillators will be provided with refresher training annually.

### **3.11 Occupational Health**

3.11.1 The occupational environment and health of employees will be monitored where appropriate so as to ascertain that their well being is not impaired by the working conditions.

3.11.2 The University's Occupational Health provider will carry out routine referrals, health checks, assessments etc.

3.11.3 Managers wishing to refer employees to Occupational Health should contact HR to make an appointment.

3.11.4 The University offers the facility for employees who use Display Screen Equipment to have their eyes tested every twelve months with an approved Optician. Where employees are required to wear glasses that are DSE compliant they are entitled to receive a contribution from the University towards the cost of these glasses. Please refer to guidance on DSE.

3.11.5 The University has separate guidance for Health and Wellbeing and Infectious Diseases.

3.11.6 The University also provides employee support via an independent confidential Employee Assistance Programme. For further details contact the HR department.

### **3.12 Fire/Evacuation Warning Systems**

Fire Warning Systems will be tested weekly at each building. Details will be recorded and made available on request. Employees need take no action on these occasions unless the warning system continues beyond the test stage. Staff will familiarise themselves and their students as to the sound of the alarm(s) and when the system is scheduled to be tested at the building they are based at.

### **3.13 Escape Routes**

3.13.1 Escape routes will be regularly checked by an appointed person.

3.13.2 Employees should familiarise themselves with the escape routes and fire exits which are clearly marked within and around their working area and, outwith hours, they should satisfy themselves that their escape routes are unobstructed.

### **3.14 Fire Extinguishers**

3.14.1 Only employees trained in the use of fire extinguishers should attack small fires with the correct extinguisher provided, if safe to do so, and within their own capabilities as instructed through appropriate training sessions.

3.14.2 Fire Extinguisher training will be provided as and when required for nominated employees.

- 3.14.3 Fire extinguishers will be serviced annually by an approved contractor. This will be recorded and made available on request.
- 3.14.4 A member of the Security team will visually check the fire extinguishers once a month to ensure they are in situ, not damaged and are fully charged. This will be recorded and made available on request.
- 3.14.5 If fire extinguishers are used, damaged or missing the Facilities Helpdesk should be contacted to ensure a replacement is provided.

### **3.15 Fire Marshals and Fire Wardens**

- 3.15.1 Fire Marshals and Fire Wardens have been appointed to co-ordinate evacuation efforts in the event of an emergency arising.
- 3.15.2 A regularly updated list of trained Fire Marshals and Fire Wardens will be held by the Health and Safety Advisor and Support Services Supervisor showing the Fire Marshal's/Warden's name, department and extension. This will also be available at Reception and on the University Intranet.

### **3.16 Smoking**

- 3.16.1 Smoking is not permitted in any of the University Buildings.
- 3.16.2 Designated smoking area(s) have been provided and accordingly signposted. Smoking is not allowed in any other areas of the University grounds.
- 3.16.3 For further information and guidance please refer to the Smoking Policy.

### **3.17 Advice and Consultancy**

- 3.17.1 The Health and Safety Advisor will act as the University's competent person on health and safety matters.
- 3.17.2 Where other outside health and safety consultancy or specialist advice is required, this should be done in conjunction with Human Resources and the Health and Safety Advisor where applicable.

### **3.18 Safe Systems of Work**

- 3.18.1 Formal safe systems of work will be developed and published by managers, with the assistance of the Health and Safety Advisor where applicable, to cover potentially hazardous/dangerous operations in areas under their control.
- 3.18.2 Managers will be responsible for ensuring that work is carried out in accordance with these safe systems.

### **3.19 Personal Protective Equipment (PPE)**

- 3.19.1 PPE will be freely issued to employees as required, along with the appropriate level of training in its use. This will be recorded and made available on request.
- 3.19.2 Managers will ensure that the correct personal protective equipment is available to employees, that it is kept in a good condition and replaced as necessary.
- 3.19.3 Managers and employees will ensure that the appropriate personal protective equipment is worn.

3.19.4 Where students are required to wear PPE as a part of their course activity, lecturers will ensure that the PPE is appropriate for the activity and that it is worn correctly by the student within the designated area.

### **3.20 Waste Disposal**

3.20.1 All waste will be disposed of in accordance with the Duty of Care imposed by the Environmental Protection Act and the appropriate Waste Regulations.

3.20.2 Waste will be removed by registered, approved and competent contractors.

3.20.3 Copies of transfer notes will be retained by the department arranging the disposal of the waste to which the transfer note refers for a period of at least 3 years.

### **3.21 Housekeeping and Storage**

3.21.1 Managers will ensure that good housekeeping practices are maintained within areas of their responsibility.

3.21.2 All material, whatever its location, will be stored in such a way as not to cause a hazard or harm to any employee, student or visitor, in line with the manufacturer's guidelines/data sheets where appropriate.

### **3.22 Restricted Access**

3.22.1 All areas of high risk e.g. boiler and plant rooms, must be appropriately identified to prohibit unauthorised entry.

3.22.2 Areas identified as restricted access must be adhered to at all times, and only those persons authorised may enter these areas.

### **3.23 Fluids and Gases under Pressure**

3.23.1 All pipe work i.e. water (hot and cold), compressed air, and gas must be identified and clearly marked.

3.23.2 Pipe work containing water (hot and cold), compressed air, and gas must be isolated and drained before any work is undertaken.

3.23.3 Compressed gases must be used and stored as laid down in the manufacturer's guidelines and current legislation.

### **3.24 Electrical Equipment**

3.24.1 Employees who purchase portable electrical equipment will ensure it is suitable for the task and conforms to current British or E.U standards and should be 'CE Marked'. All equipment must be submitted for logging, inspection and testing before it is put into service within their school/department and where applicable with the facilities department.

3.24.2 Periodic inspection and testing of the electrical installation will be carried out in accordance with the requirements of the Institute of Electrical Engineers Wiring Regulations 17th edition by appointed contractors.

3.24.3 An appointed contractor will carry out a periodic inspection and testing of Portable Electric Equipment.

3.24.4 All portable electrical appliances need to be checked before they are used in the building. Staff and students should ensure that if they bring electric equipment such as laptops into the building that they are in a suitable safe conditions, Facilities Services should be contacted if there is any doubt with regards to the suitable of any electrical equipment. There are facilities in the main atrium tiers and LRC computer space for staff and students to plug laptops in if they need charging etc, whilst at the University.

3.24.5 Floor sockets in seminar rooms, offices and other areas are not for general use. The use of the sockets inside the floor-boxes can present a health & safety hazard i.e. if used incorrectly can become a tripping hazard causing injury to individuals and badly damaging the floor box. If you need to plug a laptop or other electrical device in when using a classroom and there is not a wall mounted socket in a suitable safe place please contact Facilities Services to assist you, please do not use a floor box. Seminar room control desks are provided with a socket outlet for laptop use when connecting to the AV system for presentation purposes. They are not to be used for charging laptops or mobile phone devices. If in doubt please contact Facilities Services for clarification.

### **3.25 Machinery and Equipment**

3.25.1 Employees should only use machinery or equipment for which they have been trained and must do so in accordance with the manufacturer's guidelines and any formal safe system of work and/or procedures in place or experiments.

3.25.2 Machinery designed to be used in conjunction with any guard must not be operated unless that guard is in place.

3.25.3 All guards, interlocks and other safety devices will be checked by the user of the equipment and/or the room technician prior to its use.

3.25.4 Where machinery and equipment is required to be inspected, serviced or maintained under statutory/legislative this must be done by a nominated insurer/contractor. Where machinery and equipment does not fall within this requirement, where applicable a programme should be put in place to ensure that they are inspected, serviced or maintained within an agreed timescale.

3.25.5 User of machinery and equipment will ensure that daily safety checks are carried out before use and these checks are recorded.

3.25.6 Only competent and qualified personnel should operate ride on machinery. All drivers shall only be permitted to drive such equipment if they have been selected, trained and authorised to do so.

### **3.26 Substances Hazardous to Health**

3.26.1 Managers whose departments purchase hazardous substances will ensure that a Material Safety Data sheet is obtained from the manufacturer or supplier for the product prior to first purchase. A copy should be retained on file in the department. (If any doubt exists as to whether the product is classified as hazardous please contact the Manufacturer or the Health and Safety Advisor for guidance.)

3.26.2 Substances identified as hazardous should not be used until a CoSHH risk assessment has been carried out, and appropriate training and information has been provided.

- 3.26.3 Managers will be responsible for ensuring that this information is brought to the attention of employees required to use, handle or transport the substance, and that the recommended safety precautions are followed.
- 3.26.4 It will be the duty of all employees who use/handle/transport hazardous substances to ensure that they comply with the safety requirements outlined in the above documents and in any formal safe system of work in place.
- 3.26.5 Substances should be kept in their original containers with the correct label clearly visible. When the need arises for a substance to be transferred from one container to another, the new container should be suitable and clearly labelled with details of its contents.
- 3.26.6 Managers are required to keep an up to date inventory of all substances held or used within their departments.
- 3.26.7 For further details please refer to the guidance on Control of Substances Hazardous to Health (CoSHH).

### **3.27 Visitors, Contractors and Others**

- 3.27.1 The person responsible for receiving visitors to site/or the Receptionist will ensure that the visitor enters their details in the visitor's book.
- 3.27.2 The appropriate member of staff, or their deputy, where applicable will escort the visitor(s) from reception to their office or meeting room. Known and approved Visitors, Contractors or Suppliers are permitted unaccompanied access after an appropriate member of staff has received them into the building.
- 3.27.3 When leaving the premises where applicable visitors must be escorted back to reception where the staff member/receptionist should ensure that departure details are entered into the visitor's book.
- 3.27.4 Employees are responsible for the health, safety and welfare of their visitor(s) whilst on site, therefore they should ensure that their visitor(s) are made aware of:-
- University's emergency evacuation procedures.
  - The location of fire routes, fire exits and assembly point(s).
  - Any hazards they may encounter during their stay.
  - Any safety rules they must follow if they need to carry out work on site.
- 3.27.5 In the event of an evacuation from the premises the staff members responsible for visitors must ensure that they are escorted to a fire assembly point, if safe to do so. If the visitor is missing then the Senior Fire Marshal should be made aware of this.

### **3.28 Vehicles, Mobile Phones and in-vehicle technology**

- 3.28.1 All employees driving vehicles on University business must have a valid UK driving licence and must exercise proper control of the vehicle at all times, please refer to the QMU Driving Policy.
- 3.28.2 You must exercise proper control of your vehicle at all times. You must not use a hand-held mobile phone, or similar device, when driving except to call 999 or 112 in a genuine emergency when it is unsafe or impractical to stop. Never use a

hand-held microphone when driving. Using hands-free equipment is also likely to distract your attention from the road. It is far safer not to use any telephone while you are driving - find a safe place to stop first or use the voicemail facility and listen to messages later<sup>1</sup>.

- 3.28.3 There is a danger of driver distraction being caused by in-vehicle systems such as satellite navigation systems, congestion warning systems, PCs, multi-media, etc. You must exercise proper control of your vehicle at all times. Do not rely on driver assistance systems such as cruise control or lane departure warnings. They are available to assist but you should not reduce your concentration levels. Do not be distracted by maps or screen-based information (such as navigation or vehicle management systems) while driving or riding. If necessary find a safe place to stop<sup>1</sup>.
- 3.28.4 Mobile Phones should not be used when undertaking a task which has been identified as high risk, due to their distracting nature.

### 3.29 **Workplace Transport**

It is the University's aim to ensure a safe vehicle and driver environment, as appropriate across its campuses. In particular, the University where reasonably practicable will ensure:-

- 3.29.1 That there are adequate management controls in place to carry out suitable and sufficient assessments for all vehicle operation types, that control measures are put in place where required and that these are continually monitored and reviewed in order to minimise or where possible eliminate foreseeable transport related hazards in the workplace.
- 3.29.2 That suitable arrangements are in place for the safe operation of vehicles, specifically those related to the separation of vehicles and pedestrians. In addition, campuses should be appropriately laid out in respect of internal traffic routes, warning signage, parking for various vehicle types, pedestrian routes, lighting, traffic control etc.
- 3.29.3 Pedestrians use any designated walkways, avoiding traffic areas where possible.
- 3.29.4 Persons bringing vehicles onto University property adhere to and obey all speed limits, warning signs and other safety and traffic signs, at all times ensuring that vehicles are parked safely in designated parking spaces.
- 3.29.5 That all drivers of University vehicles are adequately trained (i.e. have completed the MIDAS training course), licensed, authorised, physically fit and generally competent to carry out their driving duties.
- 3.29.6 That all vehicles purchased by the University are properly specified prior to purchase and adequately maintained and insured afterwards.

### 3.30 **Legionella**

- 3.30.1 The Deputy Director of Facilities will ensure that a suitable and sufficient assessment will be completed to identify and assess the risk of exposure to legionella bacteria from work, learning, leisure activities and water systems on the premises and any necessary precautionary measures, control measures and procedures are implemented where applicable.

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<sup>1</sup> Refer to Highway Code  
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3.30.2 The assessment will be regularly reviewed, and will also be reviewed when there is reason to believe that the original assessment may no longer be valid.

### 3.31 **Young Person(s)**

Young Person(s) will be provided with a higher level of training, information and supervision taking into account their inexperience, lack of awareness of existing and potential risks and their immaturity. A Risk Assessment will be completed for activities/tasks carried out by young persons.

### 3.32 **Pregnant Employees and Students**

3.32.1 An Expectant Mothers' risk assessment will be completed once the employee/student has advised the University that they are pregnant. The risk assessment will be reviewed at appropriate intervals throughout the pregnancy and upon their return to work/learning after their maternity leave.

3.32.2 Facilities will be made available for pregnant employees/students if they are feeling unwell or need to rest.

### 3.33 **Lone Workers**

3.33.1 The Lone Workers Guidance should be reviewed whenever there is an occasion that an employee may have to work alone and a risk assessment produced. From the risk assessment a Safe System of Work should be implemented. The system should include checks on the lone worker at regular intervals either by telephone, email or other appropriate means.

3.33.2 Employees with known health problems should be assessed before being allowed to work alone.

### 3.34 **Abrasive Wheel Operators**

Only competent employees should operate abrasive wheels. Employees should hold the appropriate qualification for dressing or replacing abrasive wheels. These employees will be responsible for:-

3.34.1 The correct selection, storage, setting and periodic redressing of abrasive wheels.

3.34.2 The secure mounting of machinery and guarding.

### 3.35 **Welfare Facilities**

The following facilities are provided for the welfare of employees and students:-

- Drinking Water
- Rest area for eating away from the workstation/classrooms
- Facilities for changing clothing where required
- Storage facility for work and personal clothes where required
- Sanitary Conveniences
- Washing Facilities

### **3.36 Intoxicants and Drug Abuse**

3.36.1 The University may refuse admission to the premises to any employees or students where there is reasonable suspicion that they are incapable of performing their duties/studies as a result of intoxicants or drugs.

3.36.2 If an employee's doctor has prescribed drugs which may influence their ability to perform their duties, then they are required to register this with their Line Manager or the HR department. The employee may be required to undertake an Occupational Health assessment.

3.36.3 For further guidance please refer to the University's policy on Substances and Alcohol Misuse.

### **3.37 Working at Height**

3.37.1 Working at Height is defined as work in any place where a person could fall from a distance which is liable to cause personal injury.

3.37.2 Where working at height cannot be avoided a risk assessment should be completed on the activity to be undertaken, the equipment to be used and the ability of the individual(s) carrying out the task. A safe system of work should then be implemented and adhered to.

3.37.3 Roof Access – No access is permitted to any roof area without the authorisation and agreement of the Facilities Manager who will agree a "Safe System of Work" and will issue a Permit to Work.

### **3.38 Display Screen Equipment (DSE)**

3.38.1 All employees who use display screen equipment will be required to complete the Workrite DSE training provided on the University Intranet.

3.38.2 After completing the training employees will be required to complete the self assessment, which is provided on the University Intranet.

3.38.3 For further details please refer to the guidance on Display Screen Equipment.

### **3.39 Manual Handling Operations**

3.39.1 All Employees will be required to complete the Workrite manual handling training which is provided on the University Intranet.

3.39.2 The University will provide appropriate mechanical handling equipment to reduce or eliminate risks where possible.

3.39.3 For further details please refer to the guidance on Manual Handling.

### **3.40 Hot Work Operations**

The definition of hot work at the University is a temporary operation with a tool at such a high temperature that could create a fire, irrespective of whether the work is done by an employee or by a contractor. Examples are: welding, brazing, soldering, 'hot' cutting (e.g. Oxy-Acetylene Cutting) or grinding.

3.40.1 Only trained competent personnel are permitted to carry out 'Hot Work'.

3.40.2 Hot-works carried out by Contractors will be done so under the control of a Permit to Work issued by the Facilities Department.

### 3.41 **Issue of Health and Safety Policy to Employees**

3.41.1 All employees will be provided with an electronic copy Health and Safety Policy, and are required to read it.

3.41.2 The Health and Safety Policy is available on the University Webpage and also the staff intranet.

### 3.42 **Specific Work related Health and Safety guidance**

3.42.1 The University will produce separate guidance for the following areas:

- Accident and Incident Reporting
- Control of Substances Hazardous to Health
- Consultation and Communications with Staff and Students
- Control of Contractors
- Construction Work
- Display Screen Equipment
- Electrical Safety
- Fire
- First Aid
- Infectious Diseases
- Manual Handling Operations
- Risk Assessment
- Safety In Staff and Student Inductions
- Violence and Violent Incidents
- Work Placements for Students

These guidance's will be available on the University Intranet.

### **END OF POLICY**

This policy will be reviewed annually or whenever there are any changes in legislation or procedures which directly affect the policy.

**Appendix 1  
Health and Safety Organisation Structure**

