

## Welcome to the Summer Term Update 2011

The update is circulated each term during the academic year and has been in existence for a number of years.

The Update is circulated throughout the university to Senior Staff, Local Health and Safety Panels, Trade Unions and Departmental safety Coordinators.

The aim of the update, as always, is to provide relevant information on university health and safety.

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## 1 UNIVERSITY H&S COMMITTEE UPDATE

The University Health and Safety Committee met on the 6 March 2011 where a number of issues were discussed including:

- The University Radiation Protection Adviser tabled the annual Radiation Protection Report on the University.
- A report on the recent fire in the John Dalton building was discussed.
- An update was given on progress with the implementation of PEEPs for both staff and students. It was noted that the new online application form would allow for more comprehensive data capture on whether a student required a PEEP or not.
- A report was submitted updating the Committee on compliance with the DSE regulations within the University. The Health and Safety Adviser provided an overview of the DSE audit, which will take place during the summer term.
- A report was submitted highlighting the key issues discussed by Local Site Health and Safety Panels during the spring term.

## **2 SMOKING ON CAMPUS**

There appears to be some confusion over the 3 metre rule introduced by the University. This does not mean 3 metres from entrances to buildings only but an exclusion zone of 3 metres around the complete building. The only exception is the smoking shelter attached to the Geoffrey Manton building. Some of the new signage will be altered to help avoid the present confusion. Smokers are reminded that under the legislation they must not smoke where the smoke produced will affect staff, students or visitors within a building. In essence keep well away from all open windows, doors and air intakes. Local Authority Inspectors have the power to impose fines on smokers if they transgress. Similarly the University can also impose sanctions, through its own polices and procedures, if they feel that smoking rules are not being enforced.

## **3. FIRE MARSHAL TRAINING**

The training programme is still ongoing with over 300 Fire Marshals successfully completing the course. The majority have been issued with their High Viz Vests.

Where trained Fire Marshals are in place there has been marked improvement in Fire Drills.

Each Faculty will need to review their emergency strategy to take into account the newly trained Fire Marshals. It is proposed to identify the member of staff coordinating an evacuation/incident by issuing them with a different coloured Hi Viz Vest.

## **4. ACCIDENT FORMS**

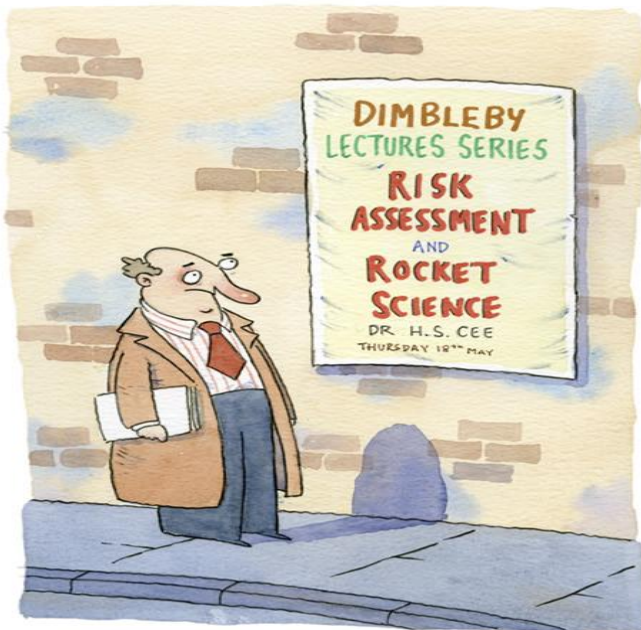
There appears to be some confusion about University Accident forms and their completion. An accident form must be filled in for all accidents, incidents and near misses and for any health problems diagnosed as being caused by work. The affected person's manager or tutor in the case of a student should undertake an investigation of the incident. The accident form must be completed as soon as possible after an incident. There is a guidance document on how to complete accident forms on the Health and Safety Unit's website listed under 'A' in the H&S Manual section. Where a member of the public has an accident on University premises an accident form must be completed. All completed forms should be sent to the H&S Unit with any relevant documentation, a copy of the form should be kept by the investigator. If there are any problems, please contact the H&S Unit for guidance. The H&S Unit has received a number of forms recently which have not been completed. A typical problem is staff and students giving just a room number and not identifying where an incident took place ie; building/campus. One of the main reasons for requiring the form fully completed is the University's reporting obligations it has under RIDDOR. It is essential that the forms are completed fully and without delay. The HSE expect reporting to be undertaken within 10 days of the incident/accident taking place

## 5. FREQUENTLY ASKED QUESTIONS

### What is the meaning of RIDDOR?

**RIDDOR** stands for the Reporting of injuries, Diseases and Dangerous Occurrences Regulations 1995. RIDDOR places a legal duty on employers, self-employed people and people in control of premises, to report work-related deaths, major injuries, over three day injuries, work-related diseases and dangerous occurrences. More information on the requirements under RIDDOR can be found on the Health and Safety Unit website.

## 6. HSE'S MYTH OF THE MONTH



### The Reality

Carrying out a risk assessment should be straightforward. It is about focusing on real risks and hazards that cause real harm and, more importantly, taking action to control them.

## 7. UNIVERSITY HEALTH AND SAFETY ADVISER

As many of you may know Alan Gibb, the University Health and Safety Adviser, retired at the end of March after 22 years service. He will be greatly missed by his University colleagues and the University Health and Safety Unit would like to take this opportunity to place on record their thanks for his very positive help, encouragement and leadership qualities the University often experienced.

Until a new University Health and Safety Adviser has been appointed Pete Gibbs, the Head of Employee Relations, will be responsible for the running of the unit.

### University H&S Unit

3rd Floor, Minshull House, MMU Business School

We are here to help, provide advice and support and working with everybody to find practical solutions. Please feel free to contact the Unit anytime you have an issue or health and safety related problem.

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