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1.1 Introduction

This document does not replace the University Health and Safety Policy which outlines the University's main policy on health, safety and welfare. The policy is a procedural document which meets the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992. This practical guide should be used as a working handbook to enable you as a Senior Member of Staff to be aware of your specific managerial responsibilities in relation to health and safety and to deal with these effectively on a day to day basis.

1.2 General

As a senior member of staff you have delegated duties from your Dean/Pro Vice-Chancellor or Director to ensure the provision of a safe and healthy working environment. This means you are managerially responsible for health and safety issues in relation to:
• your staff at work or on University business;
• your students whilst engaged in activities under the supervision of the University;
• persons/visitors who have legitimate access to University property or who may be affected by the work of the University.

1.3 Health and Safety Organisational Chart

You may find it helpful to refer to the Health and Safety Organisational Chart contained in the Health and Safety Manual.

The following pages in this section outline the practical implications of your health and safety responsibilities and suggest strategies for implementing your duties and responsibilities.

1.4 Some Key Questions and Answers

Q1 What are my responsibilities in respect of health and safety?

As a senior member of staff you are responsible for all aspects of health and safety within your area which includes the health and safety of staff, students and lawful visitors. It would be wise to consult the University's Health and Safety Manual which details your specific duties and responsibilities.

Q2 What does this mean in practice?

In practice this means you are responsible through your Dean and Pro Vice-Chancellor or Director for ensuring that adequate arrangements are in place to maintain a safe and healthy working environment for all persons affected by activities under your control.

Q3 What is meant by arrangements?

Arrangements are the organisation, procedures and systems, that are in place in respect of health and safety for areas under your control.
Q4 What is the most appropriate method of ensuring arrangements are in place?

First, by identifying the priorities for action and then by establishing a management plan which identifies the necessary steps which need to be taken.

Q5 In simple terms, how can I go about this and what needs to be included in this ‘management plan’?

Areas under your control undertake a variety of activities of varying degrees of hazards and risks and you might already have effective systems in place. Your priorities and management plan need to reflect this. Key points often included in a management plan are listed below. By checking your current arrangements against this list you will get a clear idea of your priorities. If you answer ‘No’ to any question or are generally unsure of the action required by you, consider it a priority in your management plan and refer to the questions below for possible solutions.

i) Have I identified staff who can assist me in discharging my duties?

Section 2 page 10

ii) Have I published a statement on departmental roles duties and responsibilities?

Section 2 page 10

iii) Have I established a procedure for conducting internal safety inspections? If so, how often and how is this information acted upon? What records are kept?

Section 1.5 page 8

iv) Have I ensured that the department is represented on the local site health and safety panel by an appropriate person? Do I use this mechanism for communication/action within the department?
v) Have I established procedures to enable a clear identification of hazards which could present a risk to staff and students and the necessary rules and control measures to minimise the risk?

Section 1.5 page 8

vi) Have I developed procedures for consulting on health and safety within the department?

Refer to section 1.5 page 7

vii) Have I provided a clear understanding of how health and safety policy information is to be communicated within the department, including information to be passed to students?

Refer to section 1.5 page 7

viii) Have I identified training needs for staff and students? Updating and refresher courses should be provided where necessary.

Check with University Health and Safety Unit and Development and Training for courses offered

ix) In what way does my department need to comply with health and safety legislation?

Refer to section 10 and check with University Health and Safety Unit

x) Have I ensured that there are systems in place for the supervision of students?

See ‘Supervision of undergraduate students’ guidance
Q6 Although a management plan seems a good idea surely it will take up a great deal of time and resources?

Not at all. It is important to remember that the arrangements should reflect the levels of risk within the department. Where a department uses little or no dangerous machinery and/or hazardous substances then the arrangements need only to be minimal and need not overburden the department. The management plan stimulates a strategy by which you can outline to staff and students, short term and long term plans for health and safety in the department and is a mechanism by which you can be assured that you are fulfilling your health and safety responsibilities. Your staff may be instrumental in alerting you to areas which require consideration. You may find it helpful to document your management plan which would enable you to monitor progress and review departmental arrangements.

If you have already taken on board the issues raised above, you should ensure that staff and students are fully aware of the information, are conversant with the department’s health and safety procedures and that you undertake to keep arrangements under review.

Further advice can be sought from the University Health and Safety Unit.

1.5 Health and Safety Responsibilities

To summarise then, in order to discharge your health and safety responsibilities you should undertake the following responsibilities:

i) Provide such information, instruction, supervision and training to ensure the health and safety of those under your control.

Possible Mechanism

**Students:** initial induction; information hand-outs; information integrated into teaching; supervision by teaching staff/Health and Safety Technical Advisers (where appropriate).

**Staff:** formal induction of new staff; reference to departmental rules and procedures; discussion with other staff (teaching, technical or administrative) who have expertise/knowledge of relevant activity.
ii) Draw up and implement departmental rules, procedures and systems of work to ensure health and safety of those under your control. Undertake appropriate risk assessments.

**Possible Mechanism**

Through discussion with staff, possibly in the forum of departmental health and safety group, but only if there is sufficient subject matter. Incorporation into existing well established departmental groups could be more effective and less time consuming. Advice can be obtained from your Local Site Health and Safety Advisory Panel and through the Health and Safety Unit. Risk assessments need to be undertaken of all activities posing a significant hazard.

iii) Organise periodic inspections of your department as a means of monitoring the effectiveness of health and safety performance.

**Possible Mechanism**

Refer to ‘Guidance Notes on Departmental Inspections’. You may wish to identify members of experienced staff to assist you with the co-ordination and implementation of departmental inspections and health and safety arrangements.

iv) Ensure that your department is represented on your Local Site Health and Safety Advisory Panel.

**Possible Mechanism**

Check the membership provisions with your Assistant Registrar and submit the name of a member of staff. Ensure that you are advised of discussions/implications for your department and submit agenda items
v) Contractors appointed by you e.g. for maintenance or repair of specialist lab/workshop/studio/office equipment must be competent and perform their work without risk to the health and safety of staff, students and visitors (the University's normal rules in relation to finance, purchasing and building supplies should pertain).

**Possible Mechanism**

Use only reputable firms. Check their safety record, procedures and documentation. In assessing the risk of the work hold pre-meetings with contractors to advise them of departmental requirements and issue ‘MMU Contractors Code of Safe Practice’ and ensure it is signed to indicate compliance. Where appropriate seek advice from Facilities Property Services/Health and Safety Unit. Permit-to-Work and Access Authorisation may apply to particular activities or locations.
vi) Where building work is to be carried out in an area of your responsibility by contractors appointed by Facilities Property Services.

**Possible Mechanism**

The appropriate members of the Facilities Property Services will check the company's safety procedures and normally co-ordinate a pre-meeting involving contractors and a representative of the department/faculty. You should ensure representation at the meeting to outline hazards and risks within your areas of control. You may wish a member of the Health and Safety Unit to attend these pre-meetings but if this is not possible speak to them in advance of the meeting and raise any queries. During major building work it is normal practice for Facilities Property Services to co-ordinate regular liaison meetings between the contractor and staff affected by the work (see Health and Safety Procedure – Major Projects). Where appropriate you should ensure representation on the liaison group. The Facilities Property Service staff in liaison with staff in the Finance Division will ensure that proper insurance provision is in place in relation to buildings contracts.
2. CONTRIBUTION OF DEPARTMENTAL STAFF TOWARDS HEALTH AND SAFETY

2.1 Academic Staff

The Health and Safety of students is the prime responsibility of the member of academic staff timetabled to be responsible for their teaching and learning whether activities are undertaken during formal classes, as project work or fieldwork and should form a natural part of their supervisory role. This will involve ensuring proper adherence to accepted health and safety standards. In some prescribed work locations Health and Safety Technical Advisers have been designated to assist in the health and safety supervision of students. The prime responsibility still rests with the academic member of staff.

Lecturers should provide a clear example to students by personally following the correct safety procedures, insisting on the use of guards, safety devices and personal protective equipment where necessary.

The University evacuation procedures are circulated by the Health and Safety Unit prior to the beginning of the academic year. Again personal example during practice evacuation exercises must be set.

Academic staff can assist the Head of Department by:

- supervising the student's work in the laboratory, workshop or studio ensuring that safe working procedures are adhered to;
- observing all safety regulations at all times;
- reporting all accidents and hazards (whether persons are injured or not) and damage;
- wearing appropriate safety equipment and/or protective clothing and use appropriate safety devices at all times;
- conforming with all instructions given by persons responsible for health and safety;
- familiarising themselves with the first aid and emergency procedures;
- making appropriate suggestions designed to improve health and safety;
- co-operating in the promotion of safety awareness at all levels.
2.2 Assistance with Co-ordination of Departmental Health and Safety Arrangements

You may find it helpful to identify member/s of staff to assist you in co-ordinating the health and safety arrangements within the department. Such individuals should be senior experienced members of staff. In doing so you may wish these members of staff to assist you with such functions as dissemination of health and safety information, arrangements for departmental safety inspections, reviewing the departmental health and safety policy, monitoring of safe working practices and procedures and availability of sufficient personal protective equipment and other such related functions as appropriate.

2.3 Laboratory Technical Managers

Laboratory Technical Managers have a key role to undertake in respect of the safe operation in laboratories, workshops and studios and implementation of safety procedures.

They can also advise the Head of Department/Assistant Registrar on the training needs for the technical staff ensuring that Health and Safety Technical Advisers are as up to date as possible in health and safety aspects related to their work.

General

As Head of Department, you should ensure that members of academic staff/technicians with responsibility for undertaking risk assessments do so for work in the laboratory, workshop or studio.

This will include:

- classification of machines and processes to show the training necessary for their safe operation and to show any restrictions placed upon their usage.
- designation of times during which laboratory, workshop and studio facilities will be available.
- encourage the Health and Safety Technical Adviser with the assistance of other relevant teaching staff to contribute to programmes of safety training/updating for all staff (both teaching and support staff)
3. ROLE OF KEY HEALTH AND SAFETY STAFF WITH ADVISORY RESPONSIBILITY

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4. ACCIDENTS AND FIRST AID REQUIREMENTS

4.1 Accidents

The accident reporting and investigation policy address all aspects of the reporting of accidents and incidents relating to staff, students and the public and the investigation of those accidents and incidents. The policy applies to all university staff.

- Everyone should work towards the prevention of accidents.
- All accidents and near misses, however trivial must be reported on the University Accident Report Form. Further supplies may be obtained from the Health and Safety Unit or downloaded from the Health and Safety Unit web site.


- A copy of the Accident Report Form should be forwarded to or Head of School/Division/Department/Unit, (whichever appropriate). A copy must be forwarded to the Health and Safety Unit.
- The Health and Safety Unit assesses each accident report and seeks to ensure that the department is aware of the corrective measures necessary to avoid a recurrence.
- Complete the Accident Report Form for all accidents which occur to staff, students, visitors and contractors arising out of and in connection with their employment, course of study or research.
- The completed form should be passed on to the University Health and Safety Adviser, and a copy is to be retained by the department.
- Complete the report form as soon as possible after the event.
- Section 1 and 2 of the report form should be completed by the injured person.
- Section 3 should be completed by a first aider or manager
- The investigation section of the form must be completed by the departmental manage, supervisor or lecture in charge
- Where it is not practicable for the injured person to complete Sections 1 and 2 their Manager, Supervisor, Lecturer or Head of Department should complete the whole report.
- Fatalities, major injuries and dangerous occurrences* must be reported forthwith to the University Health and Safety Adviser.
4.2 First Aid Facilities

The University has a statutory responsibility under the Health and Safety at Work Act to provide an adequate level of First Aid. As a senior member of staff you have a responsibility to ensure that adequate first aid provision is available for staff and students within your spheres of responsibility including any evening and weekend work. The Health and Safety Unit can provide advice on how to assess the level of first aid provision.

4.3 First Aid Training

This falls into 3 categories:

i) Training and refresher courses for first aid are organised by the Health and Safety Unit and funded by the University. For further information contact the Health and Safety Unit on ext 3317.

ii) Specialised first aid training which is required for specific hazards can be arranged by the Health & Safety Unit. For further information contact as above.

iii) Emergency first aid training to ensure appropriate level of first aid services are provided where fully qualified first aiders are not necessary or unavailable. Particularly useful for out of hours work and weekends.

4.4 First Aiders

Lists of First Aiders are displayed on notice boards in all buildings and are often contained in the Faculty Student Handbook or Faculty Staff handbook and are normally circulated to all staff and students. A list of the current first aiders for the building(s) is also placed on the Health and Safety Unit website.

5. EMERGENCY EVACUATION PROCEDURES

- These are available via the Health and Safety Unit and are normally circulated at the beginning of the academic year. The procedures are often contained in the Faculty’s Student Handbook.

- Each Head of Department should ensure that these are reinforced during one of the induction sessions for new students. For returning students academic staff should ensure that this information is reinforced in the first lecture.

- Any special local requirements for evacuation of laboratories/workshops must be identified. You should check with your Dean of Faculty/Faculty Secretary as to whether more specific faculty/site arrangements apply.

- Ensure arrangements for disabled persons are implemented.
• All sites must have an Emergency Management Plan. Ensure you have a copy relating to the site where you are located.

• Relevant up to date emergency evacuation procedures are posted in each University building.

6 MANAGEMENT OF PHASED EVACUATION OF BUILDINGS – GUIDANCE FOR SENIOR KEY PERSONS

• Planning the introduction of a phased system.

• Management of fire evacuations.

7 SMOKING POLICY

The University implemented a Smoking Policy

• it seeks to guarantee non-smokers the right to work in air free of tobacco

• smoking will not be permitted in any university building;

• the University will attempt to achieve the aims of the policy through support, counselling and persuasion. While persistent breaches of the policy might lead to action under the University Disciplinary Procedure, this will occur only after other measures have been exhausted.

• The use of electronic cigarettes is prohibited in the same way as smoking. While the University recognizes that these may be useful aids to those wishing to give up smoking it has taken the view that e cigarettes could undermine the policy of banning smoking in the work place as it gives the impression of normalising smoking in the work place.

8 TRADE UNION SAFETY REPRESENTATIVES

Trade Union Safety Representatives (TUSR’s) are appointed by recognised trade unions to represent the employees at their workplace in matters regarding their health, safety and welfare at work.

They may be expected to:

• investigate hazards and dangerous occurrences at the workplace when they occur and examine the cause;
investigate any complaint by an employee he/she represents related to the employee's health, safety or welfare at work and make relevant representation to the employer where appropriate;

9 CURRENT GUIDANCE ON SAFE WORKING PROCEDURES

- Everyone who uses the University's resources is required actively to support the aims and objectives of the University's Health and Safety Policy and co-operate in its implementation

- All staff and students should understand that the responsibility for health and safety lies ultimately with each and every individual to take reasonable care of themselves and others.

- A number of health and safety procedural documents and guidance notes are available from the Health and Safety Unit. Please contact the health and safety unit for assistance.

Student Projects

There are no hard and fast rules on what constitutes supervision in a variety of circumstances, however there are fundamental elements upon which supervisors must satisfy themselves. It is the responsibility of the supervisor to ensure that:

a) The project is properly risk assessed:
   i) for compliance with existing departmental procedures;
   ii) for general risks to health and safety under the Management of Health and Safety at Work Regulations, or other regulations such as the COSHH Regulations and the Manual Handling Regulations. These regulations require a written risk assessment unless the hazards are not significant;
   iii) for compliance with any University local rules eg relating to radiation, micro-organisms or genetic modification.

b) Any precautions deemed necessary are agreed between the supervisor and student. In all but the most elementary circumstance they should be committed to writing.

c) Regular checks are carried out by the supervisor to see that the student is actually following the agreed procedures.

d) It has been made clear to students that:
   i) alterations in method must be documented and discussed rather than casually introduced without the supervisor's knowledge;
   ii) the students also have legal responsibilities not to endanger themselves and others by their actions.
Further Points to Remember

- Risk assessment alone does not fulfil all of the health and safety duties laid on supervisors - information, instruction and training are seen as vital components; also the need to provide a safe system of work.

- As a project develops, the nature of the work and the experimental techniques may change. Any matter not included in the initial assessment should not be started without being assessed in the same way.

- As the experience and skills of the worker grows, this may also lead to a change in categorisation of the work.

- 'Out of hours' working continues to cause concern. Each case must be assessed on its merits and where a safe system of work can be established, authorised out of hours should be permitted.

- Where necessary, formal arrangements must take place within the department so that a temporary, alternate supervisor is provided during absence of the regular supervisor.

9.1 Radiation Protection

The University has used radioactive substances in teaching and research for several years. The control of these substances is governed by specific legislation (Ionising Radiation Regulations and the Radioactive Substances Regulations).

The University has appointed a Radiation Protection Adviser, to monitor the University's obligations in respect of radiation safety. The Radiation Protection Adviser acts on behalf of the University on all matters relating to work undertaken under the Ionising Radiation Regulations and Radiation Substances Regulations. Departments working with radioactive substances must appoint a Radiation Protection Supervisor who should assist in the formation of departmental rules. This is quite a complex subject both technically and legally therefore it is important to obtain expert advice before undertaking any work. Contact the Health and Safety Unit for further information.

10 SUMMARY OF CURRENT HEALTH & SAFETY LEGISLATION RELEVANT TO HIGHER EDUCATION - NON EXHAUSTIVE
The following information is based on the most common pieces of legislation which apply to places of higher education

10.1 Health and Safety at Work etc Act 1974

Primarily an enabling Act i.e. a general piece of legislation not going into specific detail. It brought many University’s activities under safety legislation for the first time. Places a general duty on employers to provide a safe and healthy place of work and safe systems of work. In addition, employers are required to provide information, instruction, training and supervision to ensure the health and safety of employees and members of the public lawfully visiting the premises. A statement of the safety policy must be compiled and brought to the attention of all employees.

Advice
Consult University Health and Safety Policy and Manual for details on implementation of this Act within the University.

10.2 Management of Health and Safety at Work Regulations

Require employers to assess the risk to the health and safety of their employees (and anyone else who may be affected by their activities) and make arrangements for putting into practice any necessary preventative and protective measures. Other requirements include health surveillance, appointment of competent persons to advise on safety, establishment of emergency procedures; and provision of training and information.

Advice
All significant hazards posing a risk of harm to staff, students and other persons affected by a department’s activities must be assessed. University guidance note and risk assessment proforma available. Please note only ‘significant’ hazards require a risk assessment.

Departmental safety inspections should be undertaken periodically. Consult University guidance note on this subject. Copies available from the Health and Safety Unit.

Departments having workshops, laboratories, studios or undertaking activities which pose a risk of harm to staff and students should have arrangements in place for consulting on health and safety.
10.3 Provision and Use of Work Equipment Regulations 1998

Work equipment is very broadly defined as anything from hand tools to a nuclear reactor. Duties include ensuring that equipment is suitable for the use that will be made of it; that it is maintained in an efficient working order, is in good repair, and that it is properly guarded and provided with proper control systems and isolation switches.

Advice
For many items of work equipment, particularly machinery, the necessity to train staff, guard and maintain equipment are known from previous experience of legal requirements. Generally those measures will ensure compliance with these Regulations. Where this is not the case, consult general or industry specific or machine specific guidance. Where this is not available or appropriate, the main factors that need to be taken into account are the likely severity of injury or ill health resulting from the hazards present. Equipment to be used in the work situation should always be purchased from reputable manufacturers or suppliers. Consult Regulations and Approved Code of Practice as well as University guidance.

10.4 Workplace (Health, Safety & Welfare) Regulations 1992

Replaces 38 old pieces of legislation including parts of the Factories Act and Offices, Shops and Railway Premises Act. The Regulations set general requirements in four broad areas; working environment (temperature, ventilation, lighting, layout); safety (access and egress, floor conditions, guard rails); facilities (toilets, washing, changing, storage, drinking water, rest areas); housekeeping (maintenance of workplace cleanliness).

Advice
Many of the main requirements of the Regulations will fall under the responsibility of the Estates Planning Services and/or the Customer Services for ensuring compliance. Departments will be responsible for maintaining safe access and egress, adequate housekeeping arrangements and workplace layouts. Deficiencies identified in any of the subject list contained in the above paragraph should be reported.
10.5 Personal Protective Equipment at Work Regulations. 2002

Set out the principles for selecting, providing, maintaining and using personal protective equipment (PPE).

**Advice**
Consult University guidance note on the provision and use of personal protective equipment. Copies of the guidance note and further advice is available from the Health and Safety Unit website.

10.6 Lifting Operations and Lifting Equipment Regulations 1998

Regulations applying to ‘Lifting Equipment’. Definition includes cranes, lift trucks, goods lifts, hoists, mobile elevating work platforms, vehicle inspection hoists, gin wheels, ropes, chains, slings, eyebolts etc. Has links to the Provision and Use of Work Equipment Regulations 1998 with regard to provision of suitable equipment, provision of information, instruction and training.

**Advice**
Ensure that all lifting equipment is identified and recorded in a schedule which details inspection, examination and testing arrangements. Consult Regulations, Approved Code of Practice and University guidance. Obtain advice from Health and Safety Unit.


Apply to manual handling operations which may cause injury at work such as lifting and lowering of loads, pushing, pulling, carrying or otherwise moving loads whether by hand or other bodily force.

There are three principle duties;

i) hazardous manual operations should be avoided where reasonably practicable;

ii) operations which cannot be avoided must be subject to an ergonomic assessment as to how they should be undertaken;

iii) the risk of injury should be reduced as far as is reasonably practicable such as by the use of mechanical handling aids and training in proper handling techniques.

**Advice**
University guidance note available. Training courses for relevant staff available through the Health and Safety Unit.
10.8 Display Screen Equipment Regulations 1992

Apply to display screens where there is a 'user', that is an employee who habitually uses a Display Screen as a significant part of their normal work. Where this criterion applies employers are required to assess DSE equipment and work stations to reduce any health risks; plan DSE work so that there are breaks of activity and provide information and training for users. In addition users are entitled to eyesight tests and to special spectacles that may prove necessary for DSE work.

Advice
University DSE compliance guidance available. Relevant staff need to be designated as 'users'. Training courses for DSE Assessors available.

10.9 Dangerous Substances and Explosive Atmosphere Regulations 2000

DSEAR requires employers to control the risk to safety from fire and explosion. This includes any substances such solvents, paints, varnishes, flammable gases, LPG, dust from machines etc.

Advice
Identify your dangerous substances and what the fire and explosion risks are, put in control measures to remove or control risks, have an emergency plan for accidents and incidents, tell your staff what you have done and train them if necessary, and identify and classify areas of the workplace where explosive atmosphere may occur.

10.10 Radioactive Substances Act 1993

Controls the acquisition, use and disposal of radioactive substances through registration of premises and sources. Requires health monitoring of radiation workers.

Advice
The University presently holds authorisation under the above Regulations. Further advice on authorisation limits can be obtained from the Radiation Safety Officer on ext 6406. See Policy on this subject.

10.11 Safety Representatives Regulations and Committees Regulations 1977

Gives recognised trade unions the right to appoint safety representatives from among their members to represent the workforce. Trade Union Safety Representatives have a right to receive information and given reasonable notice, they may carry out an inspection of the workplace. They are also permitted to take reasonable time off work with pay in order to pursue these functions or to undertake approved training courses to assist them in
performing their functions more efficiently. Employers must establish a Safety Committee in the prescribed manner if so requested.

**Advice**
Recognised unions have appointed safety representatives throughout the University to represent employees at a specific workplace, (the ‘workplace’ need not be the specific workplace of the representative). Advice on the functions of a safety representative including time off and areas which they are permitted to cover can be obtained by consulting the appropriate guidance note or contacting the Health and Safety Unit.

### 10.12 Chemicals (Hazard Information & Packaging) Regulations

Regulate the classification, packaging and labelling of substances and preparations dangerous for supply or carriage. Helpful to users of such substances because suppliers have to supply hazard information on a Material Safety Data Sheet.

**Advice**
Provides information on the principle safety and risk factors of classified substances. Departments using hazardous substances should have a reference copy of these Regulations.

### 10.13 Ionising Radiation Regulations

Deal specifically with the protection of persons against the effects of exposure to ionising radiation from any work activity, e.g. x-rays. Supported by an Approved Code of Practice.

**Advice**
A Radiation Protection Adviser to the University has been appointed to advise the university. Radiation Safety Officer undertakes monitoring and testing procedures and maintains a central record of stocks of radioactive sources and material.

Each department involved in ionising radiation work must appoint a Radiation Protection Supervisor.

Non-ionising radiation e.g. ultra violet light sources, microwave ovens and lasers is co-ordinated by the University Health and Safety Unit. The Radiation Safety Officer should be consulted with regard to the safe use of lasers.

A Radiation Safety Group meets periodically to discuss all aspects of radiation safety.
10.14 Control of Asbestos at Work Regulations 2012

Requires an assessment to be undertaken before commencing any work involving asbestos. This should determine the type of asbestos, the degree of any likely exposure, control measures, monitoring and de-containment procedures. Due to the stringent controls required by these Regulations the majority of such work is now contracted out to licensed companies.

Advice
University guidance notes available from the Health and Safety Unit. Awareness training courses on the risks of exposure to Asbestos are available for staff, details available from the Health and Safety Unit.

10.15 Electricity at Work Regulations 1998

Require precautions to be taken against risks of death or injury from electricity in work activities. The Regulations set out essential safety principles as opposed to detailed requirements. Principle requirement is for all systems and equipment to be constructed and maintained, so far as is reasonably practical, so as to prevent danger. Regular inspection and testing of systems and equipment is an essential part of the Regulations.

Advice
Facilities Property Services have the responsibility for compliance in respect of fixed electrical installations and periodic tests of the electrical supply systems to buildings. Some departments who have the necessary expertise undertake periodic testing of portable appliances. A service is provided by Estate Planning Services for other departments. All departments using electricity have some responsibility to ensure the safety of staff and students. Departments undertaking teaching activities involving electricity or repairs of electrical equipment must have safe procedures and systems in place.

10.16 Genetically Modified Organisms (Contained Use) & (Deliberate Release) Regulations 1992

Regulate activities involving genetically modified organisms (GMO). The Regulations require prior notice to be given to the HSE before any GMO work commences, the compilation of risk assessments specifying appropriate containment levels and the formation of a specialist GMO safety committee to advise and oversee such work. In addition to the Regulations, a series of guidance notes by an expert committee (Approved Committee on Genetic Modification) gives advice on individual activities.

Advice
The University is licenced to undertake research under the above Regulations. A GMO Committee has been established which includes an external qualified expert. Risk assessments must be completed for each experiment.
10.17 Noise at Work Regulations 2006

Intended to reduce hearing damage caused by excessive exposure to noise at work, the regulations specify two action levels.

1 daily exposure of 80dB(A) or above
   • employers are required to notify employees and provide suitable ear protection to those who request it.

2 daily exposure of 85dB(A) or above
   • employers must reduce exposure to the lowest level reasonably practicable other than by the use of ear protectors.

At 80dB(A) averaged over the working day employers must reduce noise levels where reasonably practicable. Designate ear protection zones and ensure employees are provided with and wear ear protectors.

Advice
Machinery or processes generating noise levels which meet or exceed the above action levels must be identified. Staff and students exposed to high noise levels must be protected. Noise levels should be reduced at source wherever this is reasonably practicable. If you are aware of a problem, you should seek advice from the University Health and Safety Unit. Where staff are exposed to consistently high noise levels for extended periods, it may be appropriate for them to undergo annual audiometry tests.

10.18 Pressure Systems and Transportable Gas Containers Regulations 1989

The Regulations impose safety requirements on the design, construction, installation, repair, modification and use of pressure systems. A key element is the need for a written scheme to be drawn up by a competent person specifying the extent and frequency of inspection. In addition safe operating limits must be established for each system. All pressure systems or gas cylinders which operate below 0.5bar (7psi) are exempt from the Regulations. Temporary apparatus used in research work is exempt from the requirements for a written scheme of examination as is any system where the stored energy of the largest vessel does not exceed 200 bar litres.

Advice
Facilities Property Services have completed a full survey of all equipment that falls under the definition of these Regulations. Schemes of work, testing and inspection regimes and the keeping of records will all be determined by the results of the survey. The Engineering section of Facilities Property Services should be consulted.
10.19 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

These Regulations require the University to report and record accidents and certain diseases that arise out of or in connection with work.

The University is obliged to have a system in place to enable the efficient reporting of fatal, major and lost time (7 day) accidents to the relevant enforcement agency.

In addition the University has an internal accident reporting system for staff, students and lawful visitors. Departments must ensure that they record and investigate accidents as part of their health and safety management system.

Certain prescribed diseases are also reportable as are dangerous occurrences where the potential for a major injury was clearly evident although no physical injury took place.

Further detailed information on accident reporting is available in the University guidance note on accident reporting.

**Advice**

Ensure that you have an accident reporting system in place that recognises the RIDDOR categories where reporting to the Health and Safety Executive or Environmental Health Office are legally required. Consult the accident reporting guidance note issued by the Health and Safety Unit for practical advice. Inform the Health and Safety Unit of any reportable death, injury, specified disease or specified dangerous occurrence. If in doubt contact the Health and Safety Unit.
* The Human Resources Director is responsible to the Vice-Chancellor for the Health and Safety Policy and acts as the Health and Safety Director. The University Health and Safety Adviser is responsible to the Health and Safety Director for advising on health and safety matters.