



UNIVERSITY OF  
STIRLING

# Safety Policy & Procedures



# Contents

## 1. Safety Policy

- 1.1 Safety Policy
- 1.2 Organisation for Safety
- 1.3 Provision of Health and Safety Advice
- 1.4 The Management of Safety
- 1.5 Monitoring Safety Performance
- 1.6 Department Inspections/ Annual Safety Return
- 1.7 Health and Safety Audits
- 1.8 Annual Health and Safety Report

## 2. Safety Committees

- 2.1 Safety, Health and Environment Committee
- 2.2 Department Safety Committees

## 3. Safety Arrangements

- 3.1 Risk Assessment
- 3.2 Display Screen Equipment
- 3.3 Manual Handling
- 3.4 Lone Working
- 3.5 Working at Height
- 3.6 Noise at Work
- 3.7 Vibration at Work
- 3.8 Control of Substances Hazardous to Health
- 3.9 Safety Training
- 3.10 Smoking
- 3.11 Fixed and Portable Appliance Testing
- 3.12 Facilities for New and Expecting Mothers
- 3.13 Special Waste

## 4. Campus Safety

- 4.1 Traffic
- 4.2 Safety Signs
- 4.3 Security
- 4.4 Airthrey Loch
- 4.5 Residences
- 4.6 Young People

# 1 . Safety Policy

## Safety Policy

### 1.1 Safety Policy Statement

The University of Stirling is committed to providing a place of work where employees are confident that their health, safety and welfare at work is considered to be of the utmost importance at all times. The University is also committed to providing a safe and healthy environment for others who may be affected by its activities such as students, contractors and visitors to the University. In satisfying this commitment the University aims to:



- Make sure that it is complying with current health and safety law and where possible setting its own higher standards. Risk assessment is crucial in ensuring that these standards are maintained and is therefore central to all University activities.
- Provide suitable training, information, instruction and supervision to maintain these standards.
- Encourage consultation between staff and management on health and safety issues.
- Encourage staff to show their personal commitment to high standards of health and safety by looking after themselves and others, and by setting an example to students. When students leave the University they should have adopted a responsible attitude to Health and Safety at Work.

A handwritten signature in black ink that reads "Christine Hallett". The signature is written in a cursive, flowing style.

**Professor Christine Hallett**  
**Principal**

April 2007



## 1.2 Organisation for Safety

The University, as employer and land owner, bears the primary responsibility for ensuring health and safety at work of staff, students and all those using its buildings and grounds. The University Principal has overall responsibility for the executive management of the University including the implementation of the safety policy.

The Deputy Principal responsible for Academic Operations and the University Secretary have responsibility for the overall provision of a safe and healthy environment in the workplace for staff and others. In general, this will entail ensuring that adequate policies and procedures are in place and that these are being adhered to.

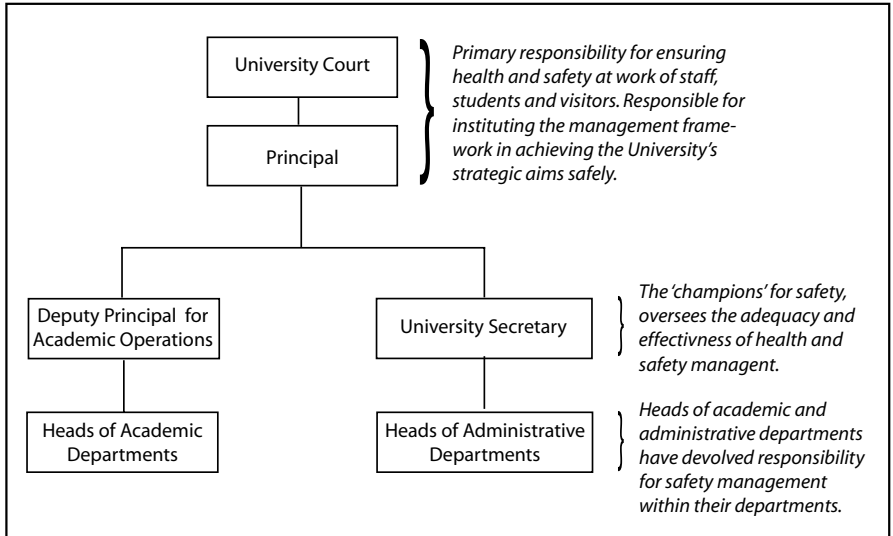
Heads of academic and service departments have responsibility for safety management within their departments and report to the University Secretary (Administration) or the Deputy Principal responsible for Academic Operations.

Heads of academic and administrative departments and other responsible officers within departments have day to day responsibility for the safe operation of University activities. This entails ensuring that University policies and procedures are followed, records are kept, risk assessments are made and acted upon, and that supervision and monitoring arrangements are in place to ensure that all of this is being done effectively.

Safety and Environmental Services (SES) provides competent advice and guidance to all University personnel who have responsibilities for the health and safety of staff, students and visitors, and for developing University Safety and Sustainability policy.



The diagram below illustrates the main posts within the University with responsibilities for health and safety. Duties may be delegated at each level but responsibility rests with the named post holder.





## 1.3 Provision of competent Health and Safety Advice

Professional advice is available to all staff regarding health and safety issues. A brief summary of arrangements is given below:

### 1.3.1 University Safety Adviser (Head of Safety and Environmental Services - SES)

<b>Contact &gt;&gt;&gt;</b>	
<b>David Duckett, University Safety Adviser</b>	
t: 01786 467078	f: 01786 467103
e: d.c.duckett@stir.ac.uk	w: www.she.stir.ac.uk

The University Safety Adviser is responsible for providing competent advice and guidance to all University personnel who have responsibilities for the health and safety of staff, students and visitors; for developing University Safety and Sustainability Policy; and for the management of the Safety and Environmental services office.

#### **Core services include:**

- Providing advice and guidance on safety matters to Heads of Departments, those undertaking risk assessments and other individuals in relation to particular incidents.
- Advising on the application of legislation, undertaking specific pieces of research and providing input to the planning for major projects.
- Monitoring and reporting on University safety performance
- Safety auditing and inspection of departments.
- Recording accident information and carrying out accident investigation.
- Provision of safety audit reports, University Annual safety report, and competent specialist risk assessments (e.g. vibration, noise, COSHH etc).
- Establishing the University's policy in relation to environmental/sustainable development matters, proposing aims, objectives and targets, monitoring and auditing performance and compliance.



### 1.3.2 University Fire Officer & Assistant Safety Adviser (SES)

<b>Contacts &gt;&gt;&gt;</b>	
<b>John Galsworthy, University Fire Officer and Assistant Safety Adviser</b>	
t: 01786 466147	f: 01786 467103
e: john.galsworthy@stir.ac.uk	w: www.she.stir.ac.uk

Working within SES, the University Fire Officer & Assistant Safety Adviser provides training and advice on all fire related matters and assists the University Safety Adviser in the provision of competent safety advice.

### 1.3.3 University Occupational Health Service (OHSAS – contracted service reporting to Human Resources)

<b>Contacts &gt;&gt;&gt;</b>	
<b>Dr Andrew Mounstephen, Consultant in Occupational Medicine</b>	
<b>Helen Rowell, Senior OH Nurse</b>	
<b>Nanette Waring, OH Staff Nurse</b>	
<b>Christine Purser, OH Secretary</b>	
Cottrell Building, Room 2X14	Monday - Friday 08.30 - 16.30
t: 01786 (46)7200	e: by name (above)
	w: www.she.stir.ac.uk/ohsas/

The Occupational Health Service provides advice and assistance on occupational health issues, undertakes occupational health surveillance where required and provides First Aid training. The Occupational Health Service does not provide First Aid cover.



### 1.3.4 University Radiation Protection Adviser (Health Protection Agency contracted service)

The University Radiation Protection Adviser provides advice to those involved in work with radiation and others who may be affected by this work.

<b>Contacts &gt; &gt; &gt;</b>	
<b>Donald Urquhart</b>	
t: 0141 440 2201	f: 0141 440 0820
e: donald.urquhart@hpa-rp.org.uk	w: www.hpa.org.uk/radiation
<b>Marion Milton</b>	
t: 0141 440 2201	f: 0141 440 0820
e: marion.milton@hpa-rp.org.uk	w: www.hpa.org.uk/radiation
Health Protection Agency Centre for Radiation, Chemical and Environmental Hazards Radiation Protection Division Radiation and Environmental Monitoring Scotland 155 Hardgate Road, Glasgow, G51 4LS	

Work with radioactive substances is controlled and monitored at the University by nominated Radiation Officers named below.

<b>Contacts &gt; &gt; &gt;</b>	
<b>Dr Andrew Tyler, RPS - Cottrell (SBES)</b>	
t: 01786 467838	
e: a.n.tyler@stir.ac.uk	w: www.stir.ac.uk
<b>Dr Douglas Tocher, RPS - Pathfoot (Aquaculture)</b>	
t: 01786 467996	
e: d.r.tocher@stir.ac.uk	w: www.stir.ac.uk
<b>Mr Stuart Bradley, Radiation Protection Technician</b>	
t: 01786 466539	
e: stuart.bradley@stir.ac.uk	w: www.stir.ac.uk



### **1.3.5 Department Safety Officers**

(Appointed by Head of Department)

Department Safety Officers are appointed by Heads of Department to coordinate safety within the department and act as a point of contact between Safety and Environmental Services and the Department.

### **1.3.6 Department Fire Officers**

(Appointed by Head of Department)

Department Fire Officers are appointed by Heads of Department to act as a point of contact between the University Fire Officer and Department and to advise locally on fire related issues.

### **1.3.7 Department Workstation Assessors**

(Appointed by Head of Department)

Department Workstation Assessors are appointed by Heads of Department to undertake display screen assessments and to check that the University procedures for the health and safety of computer users are followed.

Safety and Environmental Services provides information, training and support for appointed Department Safety Officers, Fire Officers and Workstation assessors to enable them to carry out these roles in a competent way.



## 1.4 The Management of Safety

### The elements of safety management are:

- Having clear Health and Safety Policy;
- Having clear responsibilities and accountabilities;
- Having a communication and training infrastructure that supports the policy;
- Providing a systematic approach that embeds Health and Safety management into the general management processes;
- Providing sufficient resources for the effective implementation of the plans;
- Having a coherent set of safety performance measures;
- A review of the effectiveness of the system.

The University has a Safety Management process based on the Management of Health and Safety at Work Regulations 1999, the Health and Safety Guide HSG 65, and the University Health and Safety Management - code of best practice. The Safety Management System is used by both Academic and Service departments. Regular review is essential to ensure that the arrangements are implemented and are effective. SES undertake audits of Departments by auditing to the Health and Safety Management Performance Standards developed by the Universities Safety and Health Association.

### The Safety Management process comprises the following:

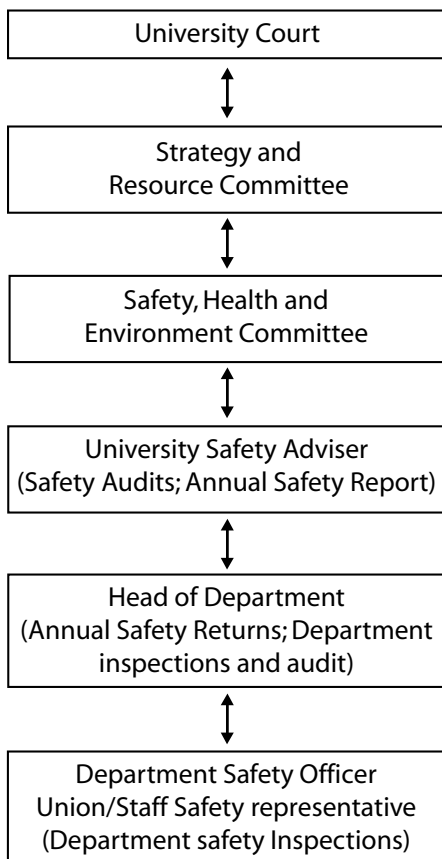
- Department Safety Policy Statement.
- Safety Organisation and general responsibilities.
- Department Health and Safety Arrangements.
- Planning for Health and Safety.
- Risk Assessment and Department Control Procedures (*e.g Risk assessment forms are available for General risk assessment, COSHH, Display Screen Equipment, Manual Handling, Working overseas, New and expectant workers*).
- Training Program.
- Inspection Guidelines (*Inspection checklist for Offices, Libraries and general areas, Inspection checklist for laboratory and workshop areas*).
- Annual Safety Returns

Further information can be found at: [www.she.stir.ac.uk](http://www.she.stir.ac.uk)



## 1.5 Monitoring Safety Performance

The University has a system for the monitoring of health and safety performance across the University. It is important that this is clearly distinguished from the lines of responsibility detailed in the ‘Organisation’ for safety. The following summarises the lines of communication for monitoring, which is generally based on a system of inspections and audits.





## **1.6 Department Inspections/ Annual Safety Return**

A system of self-inspection by departments is in place. Inspections should be carried out on a regular basis, dependant on the risk within the department.

Each department must complete an Annual Safety Return that reports on key safety criteria. The completed Return is forwarded to Safety and Environmental Services before 30 September each year. The Annual Safety Returns are collated and included in the University Annual Safety Report produced by the University Safety Adviser.

## **1.7 Health and Safety Audits**

Safety and Environmental Services undertakes a programme of safety management audits of departments throughout the year. Audit reports, with action points, are sent to the Head of Department who co-ordinates a response with details of proposed time scales for the action to be taken. The audit information is included in the University Annual Safety Report.

## **1.8 Annual Health and Safety Report**

The University Safety Adviser prepares an annual report summarising the University's health and safety performance over the academic year. The report is based on the Department Annual Safety Returns, audit reports, accident statistics and other contact between the University Safety Adviser and the departments. The annual report is discussed at the Safety, Health and Environment Committee and a summary may be incorporated in the University Annual report, if considered appropriate.

# 2 . Safety Committees

## Safety Committees

### 2.1 Safety, Health and Environment Committee

The Safety, Health and Environment Committee meet three times each year and has representatives from all parts of the University including the Trade Unions. The Safety, Health and Environment Committee reports to the University Court via the Strategy and Resource Committee (SRC).

#### Remit & Constitution

- 1) To consider all issues relating to the management and implementation of Safety, Health and Environment and to advise the University Court thereon, by reporting to SRC
- 2) To develop objectives and actions necessary to ensure compliance and continual improvement in Safety, Health and Environmental performance.

#### Chair

Deputy Principal

#### Secretary

University Fire Officer and Assistant Safety Adviser

#### Membership

University Secretary

Deputy Principal responsible for Academic Operations

Director of Information Services

Director of Estates and Campus Services

Member of Administration nominated by the University Secretary

Director of Human Resources

3 Members nominated by the Heads of Departments

Macrobert management

SUSA management

Staff representative appointed by the staff assembly

SUSA representative (President)

Union representative (Amicus)

Union representative (UCU)

Union representative (Unison)



University Safety Adviser  
Representative from Occupational Health  
University Radiation Protection Adviser  
Chair of the University GM Committee

## **2.2 Department Safety Committees**

Each department is encouraged to have a Safety Committee that meets one or more times each year depending on the activities of the department. Departments with similar activities may group themselves for this purpose e.g. the Sciences may have a joint Safety Committee. Alternatively, for smaller departments, safety issues can be raised and discussed at existing department meetings. All members of department staff should be represented on the committee and be informed as to who their representative is and when the committee is meeting. Minutes of meetings should be made available to all members of staff within the Department.

# 3 . Safety arrangements

## Safety arrangements

### 3.1 Risk Assessment

The general duties imposed by the 'Health and safety at work, etc Act 1974' and the 'Management of health and safety at work regulations 1999' require the University to perform risk assessments by:

- Using competent personnel to identify workplace hazards.
- Making a suitable and sufficient evaluation of the health and safety risks posed by their work activities and anyone else affected by them, so far as is reasonably practicable.
- Determining and implementing any remedial actions required to remove or reduce the identified risks. This includes management programmes to ensure the controls are maintained.
- Recording the significant findings of the risk assessment.

Risk assessments are also the first piece of 'evidence' sought by regulators in the event of an accident investigation or a prosecution being brought.

Assessing the risks posed by work place hazards is the key practical task of health and safety management. The aim is to ensure that hazards are comprehensively identified, evaluated and where significant, managed. It is a central feature of health and safety legislation covering hazardous substances, display screen equipment, manual handling, and fire safety (among many other more specialised topics). The methodology is similar in each case.

Risk assessment is not an end in itself, but a means of ensuring that the most significant workplace risks are managed to implement sufficient and cost-effective controls. These might include elimination of the hazard, engineering controls, safe systems of work, 'permit to work' procedures, safety training, or use of personal protective equipment. The process of risk assessment lends itself to a continuous cycle of work improvement - one of the basic principles of effective management.



**Staff with line management responsibility are responsible for assessing the risks to health and safety of staff under their control. The assessment will:**

- Identify any hazards
- Identify who might be harmed by the hazards
- Assess the level of risk
- Evaluate the effectiveness of any existing control measures
- Identify any further control measures considered necessary to make the risk acceptable
- Record the significant findings of the risk assessment
- Bring the significant findings to the attention of all staff (and others) affected
- Ensure staff are trained on procedures or working practices introduced as a consequence of the risk assessment
- Review and update the risk assessment regularly (annually or when working procedures alter significantly)

Service directors and Heads of departments are responsible for coordinating the risk assessment process and ensuring that adequate resources are provided to carry out the assessments effectively and introduce any necessary control measures.

SES provides information, regular training events and support for staff undertaking risk assessment. SES has produced a range of basic risk assessment templates that can be used to complete risk assessment for a range of activities. These can be found by visiting [www.she.stir.ac.uk](http://www.she.stir.ac.uk)



### 3.2 Display Screen Equipment

The University has arrangements in place to ensure that it meets the requirements under the Health and Safety (Display Screen Equipment) Regulations 2002.

All staff who use a computer as part of their work are considered ‘users’ of display screen equipment. All these staff must attend the Display Screen Equipment User Induction course provided by Safety and Environmental Services.

The Head of Department is required to nominate one or more members of staff to become Department Workstation Assessors. Specific training is provided by Safety and Environmental Services to ensure that the assessors are competent.

The Head of Department is responsible for ensuring that all users of display screen equipment have attended the user induction course and have had their workstation assessed by the nominated Department Workstation Assessor. Workstations should be reassessed periodically (every two–three years) or when their circumstances change e.g. an office refurbishment, new equipment etc.

Staff who use display screen equipment are responsible for following the arrangements put in place, any advice given to them by the Workstation Assessor and for reporting any hazards or problems with their computer equipment.

The University has made arrangements to offer eyesight screening for all users of display screen equipment. If eyesight correction is required the person will be provided with a voucher (available from Occupational Health) under the University’s corporate eye care system. This enables the person to have a full eye and eyesight examination and obtain a basic pair of glasses at a local optician. The costs for this are met by the University.



### 3.3 Manual Handling

The University has arrangements in place to ensure that it meets the requirements under the Manual Handling Operations Regulations 1992.

Heads of Department are required to carry out risk assessment of the work activities within the department and to identify which of these involve significant risk of injury through carrying out manual handling activities e.g. lifting, carrying, pushing or pulling.



(source HSE)

The Head of Department is required to implement control measures to reduce the risk of injury from Manual Handling activities which may include avoiding the task, providing mechanical assistance, redesigning the work activity, training, changing the load size or shape etc. As an easy guide, working within the weight guidelines below will help to reduce the risk from manual handling activities.

	Women		Men		
Shoulder height	3kg	7kg	10kg	5kg	Shoulder height
	7kg	13kg	20kg	10kg	
Elbow height	10kg	16kg	25kg	15kg	Knuckle height
	7kg	13kg	20kg	10kg	
Knuckle height	3kg	7kg	10kg	5kg	

(source HSE)

Staff involved with Manual Handling activities are required to follow the arrangements put in place to reduce the risk from these activities and to report any hazards or injuries resulting from Manual Handling activities.



### 3.4 Lone Working

Lone working is generally accepted to mean working in an area or in circumstances where there are no other workers present. Therefore, in the event of an emergency there is no one to give assistance or summon help. There is no time limit attached to working alone - it may be for the whole work period, or for a much shorter period of time.

#### **Activities which may present high risk include:**

- Access to and from the workplace using ladders (*eg, can a person working alone actually move portable ladders?*)
- Entry into confined spaces.
- Handling biological substances.
- Handling flammable substances, for example organic solvents
- Handling valuables.
- Lone occupation of rooms fitted with automatic fire protection systems
- Working alone and directly with members of the public (*including research/ survey work*).
- Work with high pressure systems, e.g steam boilers and pipelines
- Work with toxic substances, for example cyanides.

#### **Activities which may present lower risks include:**

- Cleaning duties as part of a team
- Office work out of hours
- Static security work (*e.g monitoring CCTV*).

Regardless of the reasons for working alone, steps must be taken to carry out a risk assessment of the lone working activity. All lone workers should be aware of the risk reduction procedures, and should know what to do in the case of an emergency.



There are no specific prohibitions regarding working alone, but there are several items of legislation which require more than one worker to be involved in a specific activity:

- Construction (health, safety and welfare) regulations 1996 - Working on a ladder which requires footing; and certain work which requires immediate supervision of a competent person, such as dismantling scaffolding.
- Control of substances hazardous to health 2002. Certain fumigation work and other work with substances hazardous to health.
- Electricity at work regulations 1989. Work at, or near, a live electrical conductor.
- Confined spaces regulations 1997. Entry into a confined space, for example, sewers or tanks.

However, when planning to introduce lone working, employees must be consulted (through the department safety committee).



### 3.5 Working at Height

The Work at Height Regulations came into effect on 6 April 2005.

The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.

#### **The Regulations place duties on the University to ensure:**

- All work at height is properly planned and organised.
- Those involved in work at height are competent.
- The risks from work at height are assessed and appropriate work equipment is selected and used.
- The risks from fragile surfaces are properly controlled.
- Equipment for work at height is properly inspected and maintained.

The Regulations include Schedules giving requirements for existing places of work and means of access for work at height, collective fall prevention (*e.g. guardrails and working platforms*), collective fall arrest (*e.g. nets, airbags etc*), personal fall protection (*e.g. work restraints, fall arrest and rope access*) and ladders.

#### **There is a simple hierarchy for managing and selecting equipment for work at height. University staff must:**

- Avoid work at height where possible and use work equipment or other measures to prevent falls where you cannot avoid working at height.
- Where the risk of a fall cannot be eliminated, there should be use of work equipment or other measures to minimise the distance and consequences of a fall should one occur.



### 3.6 Noise at Work

The Control of Noise at Work Regulations 2005 came into force on 6 July 2006 and replaced the Control of Noise at Work Regulations 1989.

Exposure action values and exposure limit values have been set. The exposure action values are the levels of exposure to noise at which certain actions are required to be taken. The exposure limit values are the levels of noise above which an employee may not be exposed.

**The lower exposure action values are:**

- A daily or weekly personal noise exposure of 80 dB(A).
- A peak sound pressure of 135 dB(C).

**The upper exposure action values are:**

- A daily or weekly personal noise exposure of 85 dB(A).
- A peak sound pressure of 137 dB(C).

**The exposure limit values are:**

- A daily or weekly personal noise exposure of 87 dB(A).
- A peak sound pressure of 140 dB(C).

The use of a weekly personal noise exposure value may be used where exposure to noise varies markedly from day to day.

This legislation affects staff who work in noisy environments or with noisy equipment. The duties require that departments carry out noise assessments (specialist equipment required – refer SES) and, where exposure to noise is more than the first action level of 80 dB(A) departments must look at ways to:

- Reduce exposure.
- Provide information and training for employees.
- Issue personal hearing protection.

As a guide, normal conversation measures around 50 – 60 dB(A), a loud radio 65 – 75 dB(A), a chain saw 115 – 120 dB(A). Note that a 10 dB(A) change in sound pressure level corresponds to an approximate halving or doubling in loudness.



### 3.7 Vibration at Work

The Regulations define an exposure action value of  $2.5\text{m/s}^2$  for hand arm vibration and an exposure limit value of  $5.0\text{m/s}^2$ . The exposure action value defines an exposure level at which point an employer must aim to reduce the exposure to as low a level as is reasonably practicable. If an employee's exposure is above the exposure limit value an employer must reduce the exposure to below the limit value.

#### Vibration at Work Regulations came into effect on 6 July 2005

Hand arm vibration syndrome (HAVS) is a disorder that effects the blood vessels, nerves, muscles and joints of the hand, wrist and arm and is caused by the use of tools that have high vibration levels.

#### Some effects are:

- Impaired blood circulation and blanching of fingers and parts of the hands (known as vibration white finger);
- Numbness and tingling of the fingers and hands, reduced ability to grip objects and reduced sensitivity both of touch and to temperature;
- Pain and stiffness in the hands and joints of the wrists, elbows and shoulders.

#### The signs to look out for are:

- Tingling and numbness in the fingers;
- In the cold and wet, fingers go white, then blue, then red and become painful;
- There may be difficulty feeling things or picking up small objects such as screws or nails;
- There may be pain, tingling and numbness in your hands, wrists and arms;
- There may be loss of strength in hands;

The magnitude of vibration is measured in terms of the acceleration of a tool (rapidly moving backwards and forwards, up and down), in metres per second squared -  $\text{m/s}^2$ . The readings are then converted to correspond to an 8 hour working day.

This legislation is relevant in departments where motorised hand tools and machines are used on a regular basis e.g. Gardens and Grounds, Trades and Cleaning staff. In these areas, risk assessments should be reviewed and levels of vibration for the equipment used should be taken (specialist equipment is



required – refer to SES to organise this). This may affect the length of time and frequency of which some equipment can be used by any one individual and may also require annual health surveillance checks. Consideration should also be given to vibration when purchasing new equipment.



### 3.8 Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations are intended to protect people from ill health caused by exposure to hazardous substances.

#### **The Regulations require employers to:**

- Assess the risks to health and safety.
- Decide what precautions are needed to prevent ill health.
- Prevent or control exposure.
- Make sure that the control measures are used and maintained.
- Monitor exposure and carry out health surveillance if appropriate.
- Ensure that all employees are properly informed, trained and supervised.

#### **A Hazard Substance is defined as:**

- Chemicals - classified under 'Chemicals (Hazard Information and Packaging for Supply) Regulations' are identified by orange hazard warning symbols on the container e.g. very toxic, toxic, harmful, corrosive etc. Be careful with containers that are not marked!
- Any substance that has been assigned a workplace exposure limit (previously Occupational Exposure Standard - OES's and Maximum Exposure Limit - MEL's).
- Dusts in concentrations in air greater than 10 mg/m<sup>3</sup> inhaled dust, or 4 mg/m<sup>3</sup> of respirable dust.
- Biological agents such as bacteria, viruses, fungi and parasites.
- Asphyxiants such as carbon dioxide and nitrogen.
- Carcinogens such as tobacco smoke or radon gas.

#### **Routes of entry into the body:**

- Inhalation - breathing in vapors, gasses, dusts and fumes.
- Ingestion - eating or drinking substances or foods contaminated by hazardous substances.
- Absorption on or through the skin - contact with the skin can cause harm to the skin or substances can be absorbed into the body through the skin causing harm to internal organs.



- Eyes - contact with the eyes by fumes, vapours, liquids and dusts.
- Injection - liquids, solids or gasses through the skin either by puncture wounds or through cuts.

An example of COSHH risk assessment can be found at [www.she.stir.ac.uk](http://www.she.stir.ac.uk)

### **Some do's and don'ts when carrying out a COSHH risk assessment.**

- **Do** identify all hazardous substances used.
- **Do** ensure that the COSHH data sheets are received from the suppliers.
- **Do** carry out risk assessment for each activity that uses hazardous substances.
- **Do** implement control precautions and check that these are being followed.
- **Do** contact Occupational Health if anyone starts to suffer ill health as a result of using a hazardous substance.
- **Do** make sure that all people doing the activity are trained on the risk assessments. Nb. staff carrying out tasks they don't normally do i.e. when covering for absence.
- **Do** review risk assessments annually or when circumstances change.
- **Don't** simply rely on COSHH data sheets provided by suppliers. You should use this information to produce specific risk assessments for activities using harmful substances.
- **Don't** expect people to know that a substance is hazardous - it may not be obvious.
- **Don't** ignore health concerns from staff e.g. rashes, allergies, asthma. Some people may be more affected than others.
- **Don't** rely on personal protective equipment as the only means of control. It is the last line of defense.



### 3.9 Safety Training

All staff must attend a Fire and Safety induction within 2 months of commencing their employment. If staff use a computer they must also attend the Display Screen Equipment User Induction course. Other training is organised by Safety and Environmental Services on a regular basis including Manual Handling Training and Risk Assessment Training. Other safety training requirements should be identified by the Department and communicated to the University Safety Adviser either directly or through the Department Safety Committee or the Department Annual Safety Return.

### 3.10 Smoking

On 26th March 2006 the Smoking, Health and Social Care (Scotland) Act and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 came into force. From this date, smoking is prohibited in all wholly or substantially enclosed public places in Scotland.

A Smoke Free policy has been developed for the University. This policy came into effect on 26th March 2006 and prohibits smoking throughout all University buildings, around entrances to buildings, within internal courtyards or in any University vehicle.

The full policy can be viewed at [www.she.stir.ac.uk](http://www.she.stir.ac.uk)

Information on assistance to give up smoking is available from Student Support Services or from Occupational Health.



### 3.11 Fixed & Portable Appliance Testing

#### Fixed electrical equipment testing:

A programme for the testing of fixed electrical systems is organised by E&CS Property Management. Some departments have equipment or machinery that is hard wired into the mains supply. Testing of fixed systems will only be made up to the point of supply unless specific arrangements have been made with E&CS Property Management.

#### Portable Appliance Testing

Portable Appliance Testing is defined as equipment that is powered by being plugged into the mains electrical supply.

Heads of Departments are required to organise the periodic inspecting and testing of all Portable Electrical Equipment under their control in liaison with Estates and Campus Services, Property Management section.

Property Management have made arrangements with an electrical contractor to carry out this work and maintain a register of all equipment tested. To arrange testing, contact should be made with the Maintenance Manager (Tel 6821) who will ask for a full list of equipment to be tested and a budget code to which the cost of testing should be charged. An estimate for the cost of testing can be provided if required. The Assistant Services Engineer will liaise with the department contact to arrange a suitable time for the testing to be carried out. On completion of the testing the department will be provided with a report of the testing and any remedial action required.

#### Inspection

Around 95% of faults or damage on portable electric equipment can be found by carrying out a visual inspection of the item and associated plug and lead. A suitable formal inspection will include the following elements:

##### Inspect the appliance to ensure that:

- The equipment is not physically damaged.
- All covers etc. are in place.
- Air is allowed to circulate freely around the appliance.
- Air vents are not blocked.

##### Inspect appliance lead to ensure that:

- The lead is intact and without cracks or fraying.
- There are no joins other than those made by the manufacturer.



- There are no kinks in the lead.
- The lead does not have to be stretched taught to reach the socket outlet.
- All push in connections are firmly in place.

### Inspect the plug to ensure that:

- There are no visible cracks or deterioration of the casing.
- There are no visible scorch marks.
- Pins are not loose or bent.
- The cable clamp firmly grips the outer insulation of the cable.
- The fuse is the correct rating for the appliance.

### Testing

A suitably trained person should carry out the following tests.

- Earth Bond Test.
- Insulation Test.

### Frequency

The following table gives guidance on the frequency of formal inspections and tests. If electrical equipment is to be used in adverse conditions then the frequency of tests / inspections should be increased.

### GUIDE TO THE FREQUENCY OF INSPECTION AND TESTING OF PORTABLE ELECTRICAL EQUIPMENT.

Equipment	User checks	Formal visual inspection	Combined inspection & testing
Battery operated: less than 20 volts	No	No	No
Extra low voltage: less than 50 volts AC. e.g. telephone equipment, low voltage desk lights.	No	No	No
Information technology: e.g. Desktop computers, VDU screens, printers, fax machines, photocopiers etc.	No	Yes - 3 yrs	No if double insulated - otherwise every 4 yrs
Double insulated equipment : NOT hand held. Moved occasionally, e.g. fans, table lamps, slide projectors.	No	Yes - 2 yrs	No
Double insulated equipment: HAND HELD e.g. Some floor cleaners and OHP's	Yes	Yes - 6 mths	Yes - 2 Yrs
Earthed equipment (class 1) e.g. Metal bodied kettles, irons, etc.	Yes	Yes - 1 Yr	Yes - 2 Yrs
Cables (leads and plugs) and extension leads.	Yes	Yes - 6 mths - 2yrs depending on usage.	Yes 1 to 3 Yrs depending on usage.



### 3.12 Facilities for New and Expectant Mothers

The University has arrangements in place for when a member of staff becomes pregnant and for when she returns to work.

As soon as the member of staff becomes aware she is pregnant she should advise Human Resources. Human Resources will arrange with the Head of Department to carry out a short risk assessment to identify if there are any additional work risks arising from the pregnancy and to put control precautions in place should they be required.

Prior to carrying out the risk assessment, the Head of Department should read the HSE booklet 'New and Expectant mothers at work' (available from SES). The New and Expectant mother should read the HSE leaflet 'New and Expectant mothers who work'

In addition to this, there are two pregnant worker rest rooms and 1 nursing mothers room. The pregnant worker rest rooms are Cottrell 2B72 and Pathfoot Crush Hall Pregnant worker rest room. The Nursing mothers room is Cottrell 2W2. A rest room is where the pregnant worker can go to be quiet and lay down. Alternatively, a nursing mothers room has baby changing facilities and sink/drainer board.

**Access:** Access to both Cottrell rooms (2W2 and 2B72) are controlled and users will be required to obtain the key from Cottrell reception desk. Both rooms are normally kept locked until needed. Access to the Pathfoot rest room is controlled and users are required to obtain the key from Pathfoot reception.

**Facilities:** Both pregnant worker rest rooms have a bed, an easy chair and a wash hand basin/ soap and paper towels. The nursing mothers room has an easy chair, a baby changing facility and a sink/drainer/ soap and paper towels.



### 3.13 Special Waste

The Special Waste Amendment (Scotland) Regulations 2004 amend the Special Waste Regulations 1996 and came into force on 1 July 2004.

Special Waste is so called because it has hazardous properties that may render it harmful to human health or the environment.

**Examples of waste classed as Special Waste include:**

- Asbestos.
- Lead-acid batteries.
- Electrical equipment containing hazardous components such as cathode ray tubes.
- Oily sludges.
- Solvents.
- Fluorescent light tubes.
- Chemical wastes.
- Pesticides.

Special waste cannot be placed into normal domestic waste bins. The University has arrangements in place, and makes use of specialist contractors, to deal with Special Waste. If you are uncertain about the waste you have, please contact SES for advice on how to dispose of the waste. (See also sustainability booklet)

# Campus Safety 4

## Campus Safety

### 4.1 Traffic

The University enforces its own traffic regulations. These regulations govern the use of the roads and the safe parking of vehicles within the Campus. In addition all roads within the University come under the provisions of the Road Traffic Act and consequently the Police can deal with offences under this legislation.

### 4.2 Safety Signs

Safety signs are displayed throughout the University and are used when specific risks cannot be avoided, engineered out or reduced significantly by a system of work. All persons must observe these signs and the meaning they convey.

#### Prohibition signs

**(I.e. you must not)** are round, black pictogram on white background, red edging and diagonal red line.



#### Warning signs

**(I.e. be aware)** are triangular with a black pictogram on a yellow background with black edging.

### Mandatory signs

(I.e. **you must**) are round with a white pictogram on a blue background.



### Emergency escape and first aid signs

are rectangular or square with a white pictogram on a green background.

## 4.3 Security

The University Security team carry out regular patrols of the site, the grounds and all buildings except the interior of the residences. They report on any faults and deficiencies observed, and attend and assist at all emergencies.

They also carry out security duties to prevent damage to property, protection of personnel, and to watch out for and deal with any emergency that may arise on campus. If the services of the Police are required at any incident on campus, they can be called through the emergency number 2222, by the Security Office or a member of the patrol. The University has a Police Liaison Officer based in Cottrell 2W1.



## 4.4 Airthrey Loch



Although Airthrey Loch provides a pleasant centre to the University there are many hazards concealed within it i.e. thick growths of weed, severe thermal gradients, dangerous objects under the surface.

Boating on the Loch is only permitted from the pier to the Loch bridge and approved life jackets must be worn. Swimming and skating are not permitted. Life aids are provided at points around the Loch.

## 4.5 Residences

Safety and security in the halls of residence and flats are controlled by the regulations made by the Academic Council and by the flats and halls committees. Details of these regulations are available in all residences.

## 4.6 Young people

Young people are more vulnerable to the risk of injury and may only be brought into working areas in exceptional circumstances and with the permission of the Head of Department. During the visit they will remain the sole responsibility of the member of staff or student and must be closely supervised at all times—particularly when visiting laboratories or areas of special risk.





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# Essential numbers

**For security or emergency services -  
(Ambulance, Fire Brigade, Police)  
24 hour /day, 365 days per year**

**Dial 2222 (Using an internal phone)**

**Dial 01786 467999 (using a mobile phone)**

## During normal working hours

### University Safety Adviser

*David Duckett*

Safety and Environmental Services .....7078

### University Fire Officer & Assistant Safety Adviser

*John Galsworthy*

Safety and Environmental Services .....6147

### University Occupational Health

Occupational Health and Safety Advisory Services ..... 7200

### Reporting defects and building repairs

Property Management Help Desk..... 2444

Cottrell Security .....7001

Pathfoot Security ..... 7002

