

Safety Services

Outline Occupational Health & Safety Arrangements

Introduction

The University's detailed arrangements for implementing the Occupational Health and Safety Policy are contained within Local Rules, Guidance and associated policies and procedures. These represent the standards of health and safety management required of departments in relation to a range of University work activities, issues and topics. The following briefly outlines the key points of these arrangements and provides links to their fuller text or other reference material.

Each department is required to have in place a set of Departmental Occupational Health and Safety Arrangements which follow the model given in the Local Rule for Developing Departmental Occupational Health and Safety Management Arrangements. Departmental arrangements will provide staff and students with an awareness of pertinent issues and how their department is implementing detailed arrangements.

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1. A

1.1 Accidents, Dangerous Occurrences and Occupational Ill and Health Reporting

- A recognised reporting procedure is in place using the University's S1 Form and applies to all incidents relating to the University's undertaking, whether on- or off-campus;
- Each incident is investigated by the appropriate line-manager or DSC to identify its cause and to determine the steps needed to prevent a similar occurrence;
- Serious incidents may also be further investigated by Safety Services;
- Safety Services will notify reportable accidents and dangerous occurrences to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).

Further Reference:

- [Form S1](#) – Accidents or Dangerous Occurrences Reporting Form
- [S1 Guidance Note](#)

1.2 Asbestos

- Estates Services is responsible for managing asbestos containing materials (ACMs) within University premises by means of surveys, inspections, labelling regimes and keeping an up to date Asbestos Register to record appropriate details;
- A recognised procedure is in place for reporting instances of disturbed or suspected disturbance of ACMs;
- Estates Services is responsible for responding to all reports of disturbed or suspected disturbance of ACMs and for co-ordinating all work to repair, remove or dispose of ACMs;
- Departments are responsible for managing ACMs associated with their own equipment.

Further Reference:

- Full details of the University's policy on this matter are contained within [Estates Services Policy on Asbestos](#) available on the University website.

1.3 Auditing

- Safety Services implements a programme of audits that examines the effectiveness of the health and safety management system within departments;
- Each department is expected to co-operate fully with the audit process and to take cognizance of audit results in continually improving its health and safety management system.

2. B

2.1 Biological Safety

- The acquiring, handling or transportation of biological agents, or any sample likely to contain infectious substances, is forbidden, except to persons registered with Safety Services;
- A recognised procedure is in place for registration, which is monitored in October each year;
- For all work involving biological agents, departments are responsible for providing safe systems of work, based on the significant findings of a risk assessment conducted under the Control of Substances Hazardous to Health (COSHH);
- Specialist competent advice is available from Safety Services.

Further Reference:

- [Local Rule on COSHH](#)
- Local Rule on Biological Safety, currently under review and available January 2011

3. C

3.1 Clinical Waste

- Each department is responsible for handling, moving, storing and packaging for disposal of clinical waste according to recognised standards of safe practice, based on an assessment of risks;
- Safety Services co-ordinates the uplift and disposal of clinical waste, through licensed contractors, and departments are required to use this service;
- Safety Services provides specialist competent advice (Biological Safety Adviser).

Further Reference:

- Local Rules for the Handling and Disposal of Clinical Materials (under review)

3.2 Compressed Gas Safety

- Departments are responsible for managing all aspects of the use of compressed gases supplied from gas cylinders (transportable pressure receptacles) within their areas of control;
- Departments are responsible for developing suitable procedures to deal with emergencies such as gas leaks or fires involving compressed gases;
- Estates Services is responsible for meeting the requirements of the Pressure Systems Safety Regulations relating to fixed compressed gas installations.

Further Reference:

- Full details of the University's policy on this matter are contained within [Guidance on Compressed Gas Safety](#).

3.3 Confined Spaces

- Departments are responsible for complying with statutory obligations for avoiding work in confined spaces or for devising and following a safe system of work that includes adequate emergency arrangements.

Further Reference:

- [Confined Spaces Regulations 1997](#); [Safe work in confined spaces web-version of leaflet \(INDG258 HSE\)](#).

3.4 Contractors and Service Providers

- Estates Services is responsible for engaging all contractors that work on the grounds, fabric, services or structure of the estate;
- Estates Services works to recognised procedures for ensuring the competence of contractors and an Approved List is maintained by the University's Purchasing Services, along with a similar list of external service providers;
- Estates Services works to recognised procedures for exchanging appropriate health and safety information with contractors, at various stages during projects, and for controlling their work to avoid or adequately reduce risk to the University community;
- Departments are responsible for engaging approved external service providers for work on stand-alone or specialised equipment;
- Departments also work to recognised procedures for exchanging appropriate health and safety information and liaising with external service providers to ensure that risks to the University community are controlled.

Further Reference:

- [Contractors' Local Rule for Safe Practice](#)
- [Guidance for Departments Engaging External Service Providers](#)

3.5 Control of Substances Hazardous to Health

- Departments are responsible for complying with the statutory obligation to prevent or control exposure to substances hazardous to health and for adhering to relevant University arrangements;
- Estates Services makes arrangements for the installation, regular inspection and maintenance of installed engineering systems used as risk control measures, including local exhaust ventilation and microbiological safety cabinets;
- Departments will liaise with Estates Services on the selection, design, installation and issues associated with all engineering systems used to control risks;
- Departments are responsible for providing the necessary information, instruction and training;
- The University's Occupational Health Service provides a regular programme of health surveillance, as appropriate;
- Safety Services co-ordinates the provision of an occupational hygiene service;
- Safety Services provides specialist competent advice.

Further Reference:

- [Local Rule on COSHH](#)
- [Guidance Notes on completing COSHH S21 Form S21](#) COSHH Risk Assessment
- Guidance on Occupational Hygiene Services
- HSE Guidance '[Controlling Airborne Contaminants at Work – a guide to local exhaust ventilation \(LEV\)](#)'
- Local Rule for the Users of Microbiological Safety Cabinets - *under review due to be published Jan 2011, please contact Safety Services*
- Local Rule for the Safe Design, Installation and Use of Local Exhaust Ventilation - *under review, due to be published Dec 2010, please contact Safety Services*
- Local Rule on Handling of Biological Agents - *under review, due to be published Jan 2011 please contact Safety Services.*

4. D

4.1 Dangerous Substances & Explosive Atmospheres

- Departments are responsible for complying with the statutory obligation to prevent or control exposure to dangerous substances and explosive atmospheres and for adhering to relevant University arrangements;
- Estates Services makes arrangements for the installation, regular inspection and maintenance of installed engineering systems used as risk control measures;
- Safety Services provides specialist competent advice (Fire /Chemical Safety Advisers).

Further Reference:

- University Guidance due to be published January 2011
- HSE website
- Advice-Fire Safety Adviser/Chemical Safety Adviser
-

4.2 Data Protection and Document Retention

- The University meets recommendations made by the Joint Information Systems Committee (JISC) on the retention periods for various documents associated with occupational health and safety management;
- All documents containing personal information are retained, stored and disposed of in accordance with the University's Data Protection Policy.

4.3 Departmental Occupational Health & Safety Management Arrangements

- Heads of Departments are responsible for developing and maintaining effective arrangements for managing occupational health and safety within departments.

Further Reference:

- Local Rule: Developing Occupational Health and Safety Arrangements - due for publication December 2010

4.4 Display Screen Equipment

- Each department has or has access to a trained display screen equipment assessor;
- Qualifying users of display screen equipment will be provided with an assessment of their workstations;
- All display screen equipment will meet the minimum requirements, as set out in statutory duties;

- Qualifying users will be provided with suitable training to enable them to correctly set up and operate their workstation, so as to avoid potential ill health;
- Student workstations will be supplied with an adjustable chair.

Further Reference:

- Local Rule for Safe Use of Display Screen Equipment - *under review, please contact Safety Services*
- [Form S25](#) Computer Workstation Assessment Form

4.5 Driving at Work

- Departments work to recognised procedures for assessing and controlling risks associated with driving at work, including the use of minibuses;

Further Reference:

- [Driving Safely at Work Guidance for Departments](#)
- Local Rule for the Safe Use of Minibus Passenger Transport Vehicles – *under review, due for publication December 2010, please contact Safety Services*

5. E

5.1 Electrical Safety

- Estates Services are solely responsible for all work with the electrical installation and for the safe supply of electricity within University buildings;
- Departments are required to put in place suitable arrangements for ensuring all equipment is both appropriate and maintained properly;
- A recognised procedure is in place for conducting and recording electrical inspections and tests on both fixed installations and portable appliances;

Further Reference:

- Local Rule on Electrical Safety please contact safety services for a copy – *under review, due to be published January 2011,*

5.2 Emergency Arrangements

- Each Department is responsible for making and communicating to staff and students the general emergency arrangements for responding to imminent danger, or serious accident or incident, relating to the presence of a substance hazardous to health within the department;
- Each department is responsible for developing personal emergency evacuation plans (PEEP's) for staff, students or visitors who may have a disability or condition that requires assistance during an emergency;
- In the event of a serious incident which either cannot be managed at Department level or may impact on the whole University community; the University's Emergency Management Team will convene and co-ordinate an Emergency Plan.

5.3 Events (Organising and Hosting)

- All Departments organising, events or letting out University premises have a responsibility to ensure the health, safety and welfare of staff, students and visitors is adequately managed;
- A recognised procedure is in place for assessing health and safety risks associated with events.

Further Reference:

- [Guidance on Organising & Hosting Safe Events](#)
- [Form S26a](#) – Event Planning Checklist
- [Form S26b](#) – Pre-Event Safety Checklist
- [Form S26c](#) – Post Event Safety Checklist

6. E

6.1 Fire Safety

- Safety Services and Estates Services have responsibility for conducting and reviewing fire risk assessments for all University-owned buildings, according to an agreed programme;
- Departments are responsible for managing their activities to prevent or minimise the risk of fire;
- Departments are responsible for developing personal emergency evacuation plans (PEEP's) for staff, students or visitors who may have a disability or condition that requires assistance during an emergency;

Further Reference:

- Local Rule on Fire Safety – available through *Safety Services*

7. G

7.1 Gas Safety

- Estates Services has responsibility for ensuring that all gas equipment, appliances and distribution pipe work within the University is maintained and annually inspected;
- All work on gas equipment etc. is controlled by a permit-to-work procedure and will only be carried out by appropriately registered and competent persons;
- Departments and private companies leasing University space have the responsibility to provide Estates Services with an annual update of their gas appliances;

Further Reference:

- Estates Services – Engineering section

8. H

8.1 Hazardous Waste

- Each department is responsible for providing suitable receptacles for the safe containment, appropriate segregation and safe transportation of hazardous waste materials;
- Safety Services co-ordinates the uplift and disposal of hazardous waste, through licensed contractors, and departments are required to use this service;
- Safety Services provides specialist competent advice (Chemical Safety Adviser).

Further Reference:

- Local Rules for the Disposal of Hazardous Waste (under review)

9. I

9.1 Induction and Training

- New members of staff, research students and KTP Associates will receive an initial health and safety induction within the first two weeks of joining the University. A checklist containing the recommended topics and issues is available to departments;
- Further on-going health and safety training will be scheduled depending on the work activities and roles of individuals;
- All training, including induction, will be recorded on the University's S17 form and will include, or have references to, an outline of the information covered.

Further Reference:

- Form S27 - Induction Checklist for DSC's and Managers

10. L

10.1 Lead at Work

- All work involving the use of lead or its compounds will be subject to a risk assessment and appropriate risk control measures by the Department responsible for the work or research activity;
- Occupational hygiene monitoring and health surveillance are available through Safety Services to assist with the risk assessment and risk control process.

Further Reference:

- HSE Publication - [Control of Lead at Work Regulations 2002 - Approved Code of Practice and Guidance \(L132\)](#)

10.2 Lone Working

- Departments are responsible for conducting risk assessments for staff under their control who work by themselves without close or direct supervision;
- Departments must develop procedures and systems of work to ensure such members of staff remain safe whilst conducting their work.

Further Reference:

- HSE document - [Working Alone \(indg73\)](#)

11. M

11.1 Manual Handling

- Departments are responsible for risk assessing all manual handling activities under their control. This includes pushing, pulling, lifting and carrying;
- Each department has access to a trained manual handling risk assessor who will follow the recognised procedure for conducting manual handling risk assessments.

Further Reference:

- [Local Rule on Manual Handling](#)
- [Form S22PP](#) - Risk Assessment Checklist Pushing & Pulling Form S22PP
- [Form S22LC](#) - Risk Assessment Checklist Lifting & Carrying Form S22LC

12. N

12.1 Nanotechnology

- The potential health effects of working with nanomaterials are still being explored nationally and internationally;
- Until there is definitive information and guidance about the health risks associated with nanomaterials the University will adopt a precautionary approach;
- Departments must only commence work with nanomaterials when a COSHH assessment has been conducted and the risks assessed and controlled using the available information;
- Through Safety Services, the University is actively supporting work involving the HSE, Universities and representatives of industry in establishing standards within the United Kingdom on safety in nanotechnology. We aim to ensure that we are at the forefront of occupational health and safety arrangements for our work in this area;
- Departments are requested to contact Safety Services for current advice to assist the process of risk assessment.

Further Reference:

- Local Rule on Nanotechnology Safety *under development, due February 2011.*

12.2 New and Expectant Mothers

- Staff are required to notify their line manager that they have become a new or expectant mother;
- Departments will then conduct a risk assessment for all new and expectant mothers, specific to the individual and their work activities;
- Where risks cannot be avoided by preventative and protective measures then, a range of options is available for discussion with new and expectant mothers.

Further Reference:

- Local Rule: New and Expectant Mothers – *under review due to be published Nov 2010*
- Local Rule: Ionising Radiation section 8.4 – *due to be published Dec 2010, please contact Safety Services*
- Local Rule: Non-Ionising Radiation section 4.2 – *due to be published Dec 2010, please contact Safety Services*
- [Form S12](#) – New and Expectant Mothers Risk Assessment

12.3 Noise at Work

- Departments will identify work activities that generate and expose staff to loud or sudden impact noise;
- Departments will arrange for noise levels to be assessed using the services of the Occupational Hygienist, available through Safety Services;
- Suitable control measures along with information and training will be implemented to prevent hearing damage and reduce noise levels, as low as reasonably practicable, below workplace exposure limits;
- Where noise levels pose a risk to hearing, health surveillance will be arranged.

Further Reference:

- Local Rule: Noise at Work - *under review due to be reissued April 2011, please contact Safety Services*

12.4 No Smoking Policy

- The University No Smoking Policy prohibits smoking :
 - ♦ within all University buildings;
 - ♦ within vehicles owned and operated by the University;
 - ♦ within leased vehicles used during University business;
 - ♦ within 15 feet (4.6m) of any University building entrance, doorway, stairs or covered areas where this distance is within University property.
- The policy applies to staff, students, visitors, contractors and companies renting space;
- There is a recognised complaints procedure in the event of non-compliance.

Further Reference:

- [No Smoking Policy](#)

13. O

13.1 Occupational Health Policy

- Occupational health is concerned with the impact of work and the work environment on an employee's health and the impact of an employee's health on their work;
- The University encourages all staff to care for their own health and wellbeing and to consult the OHS as necessary;
- Departments are required to use good management practices to ensure that suitable arrangements are in place to prevent ill health and injury;

Further Reference:

- Local Rule: Occupational Health Policy – *due to be published, please contact Safety Services*
- [Occupational Stress Management](#)
- [Stress Information for Employees](#)
- [Local Rule: Control of Substances Hazardous to Health \[CoSHH\]](#)
- Local Rule: New & Expectant Mothers [NEMS] – *due to be published November 2010 under review, please contact Safety Services*

13.2 Occupational Hygiene Policy

- Departments have a responsibility to design work/research activities and processes so that agents harmful to health are controlled at source, thereby preventing exposure that could cause ill-health.
- The University will use scientific and engineering techniques to measure workplace exposures to such agents and use the results to determine the effectiveness of existing risk controls, evaluate the risks to health and recommend any additional measures required to control the remaining risk;
- Departments are responsible for contacting Safety Services to request monitoring of existing and proposed work/research activities and acting upon recommendations arising.

Further Reference:

- Guidance on Occupational Hygiene Services

14. P

14.1 Personal Protective Equipment

- Only where risks cannot be removed or adequately controlled by other means will PPE be selected for controlling risks;
- Before PPE is selected, departments will conduct an assessment to ensure it is suitable for the particular risks involved and the circumstances of use;
- Staff issued with PPE will be provided with appropriate information, instruction and training;
- Departments will make arrangements for appropriate face fit testing to be conducted as part of the initial assessment of suitability for users of RPE;
- Departments will keep records of assessments of suitability, instruction, training and face fit testing.

14.2 Personal Safety

- It is the University's policy to provide, so far as is reasonably practicable, an environment in which personal safety of staff and students is assured;
- The Head of Security Services is responsible for preparing an Annual Report for the University Safety Committee on personal safety matters, covering University campuses and facilities. The matters to be reviewed will include:
 - the design of buildings and walkways to minimise the opportunities for attack;
 - the supply and maintenance of adequate lighting (in particular the Campus Village);
 - the security of buildings and the personal safety of occupants, particularly outside normal working hours;
 - the security of University residences and the personal safety of occupants;
 - the promotion of an awareness of personal safety issues and, where appropriate, training for staff and students;
- The Head of Security Services is responsible for convening meetings, as required, to discuss the above with relevant staff members and representatives of external bodies.

14.3 Private Occupiers of University Premises

- Prior to any lease agreement being signed, Estates Services are responsible for requesting information about a potential occupier's health and safety management system and for providing that occupier with relevant information about the University's system;
- Information will be required to enable Estates Services to assess the compatibility of proposed work activities with the available space and to review how the occupier's undertaking could affect the University's staff, students or visitors;
- For private occupiers collaborating and sharing accommodation with departments, it is expected that occupiers meet and abide by the high standards set by the University's Occupational Health and Safety Policy.

Further Reference:

- Estates Services - Space Management

15. R

15.1 Radiation Safety

Ionising Radiation

- It is the policy of the University to provide information, instruction, training and Local Rules for work with Ionising Radiations in order to meet its legal duties, principally under the Ionising Radiation Regulations 1999;
- The University observes the international principle of keeping all doses to individuals as low as reasonably practicable through its approach to risk assessment for such work;
- All risk assessments for new work with ionising radiation are reviewed by the University Radiation Protection Advisers (RPA) and reviewed thereafter on a regular basis;
- All radiation workers are registered and where they are 'classified workers' undergo an appropriate medical surveillance programme.

Non-Ionising Radiation (NIR)

- It is the policy of the University to provide information, instruction and training for work with non- ionising radiation in order to meet its legal duties, principally under the Control of Artificial Optical Radiation Regulations 2010;
- Risk assessments are required for all work with non-ionising radiations, which are reviewed on a regular basis;
- All radiation workers are registered.

Further Reference:

- University Radiation Protection Adviser
- Local Rule: Ionising Radiation - *under review due for publication in January 2011, please contact Safety Services*
- Local Rule: Non-Ionising Radiation - *under review due for publication in January 2011, please contact Safety Services*

15.2 Risk Assessment

- Through a process of risk assessment, the University seeks to identify, evaluate and effectively manage its risks thereby reducing the number of incidents and losses that could impact on individuals and the organisation;
- All work activities and activities connected to the University's undertaking will be risk assessed using the University's standardised general risk assessment format. General risk assessments will be complemented with specific subject risk assessments such as for hazardous substances, display screen equipment, manual handling etc.;
- Each Department will establish a Risk Assessment Programme to plan, prioritise, implement and review risk assessments for its undertaking.

Further Reference:

- Guidance on Undertaking General Risk Assessments
- [Form S20](#) – General Risk Assessment

16. S

16.1 School Pupils Work Experience

- The University appreciates the benefit work experience can be to the personal development of school pupils. It is recognised that young people such as school pupils are naïve, without training and experience, liable to underestimate danger and overestimate their own capabilities;
- As required by The Health and Safety (Young Persons) Regulations a risk assessment will be conducted by the host department, in advance of the school pupil arriving for work experience, with University's Guidance Note 3 being completed and a copy sent direct to the pupils' parents/school co-ordinator;
- Health and safety arrangements will be explained to the pupil upon arrival along with instruction on their duties. Adequate supervision will be provided for the duration of the placement.

Further Reference:

- [Guidance Note 3 – Guidance on Placing School Pupils for Work Experience](#)

16.2 Stress (Work-Related)

- The University defines stress in accordance with the HSE's description "an adverse reaction a person has to excessive pressures or other types of demands placed upon them."
- The University's policy is set out by Human Resources in the document 'Occupational Stress Management' and supported through training for managers and awareness sessions for staff. The training for managers includes the risk assessment process for stress management;
- To manage organisational stress the University strives to achieve the HSE's 'Management Standards'.

Further Reference:

- [Occupational Stress Management Policy](#)
- [Stress Information for Employees](#)

16.3 Student Placements

- Departments will take all reasonable steps to ensure that adequate health and safety arrangements are in place for all students engaged in any type of coursework related to the University's undertaking;
- These arrangements apply to students on teaching placements, work placements in the UK or overseas, whether paid or unpaid and course exchange arrangements overseas;
- A structured process of vetting, communication and administration is in place for ensuring the suitability of host employers/organisations.

Further Reference:

- [Local Rule on the Safety Requirements for the Placement of Students](#)
- [Guide for Students](#)
- [Guide for Staff](#)
- [Form S23 – Student Exchange Pre-Departure Checklist](#)

16.4 Supervision of Students

- Departments recognise that most undergraduate students are initially untrained in matters of health and safety, therefore, Academics will provide information, instruction, training and 'such supervision as is necessary', for all aspects of coursework, to ensure, so far as is reasonably practicable, the health and safety of both postgraduate and undergraduate students;
- Coursework will cover, practical work, project work, fieldwork, work placements and any other aspect required of students by their courses;
- Departments will record the means of delivery of the health and safety programme for each course, each year;
- Academic Supervisors will determine the appropriate level of supervision, based on an assessment of risks of the research or teaching activity etc. and documented training received by students;
- Academic Supervisors will personally provide necessary supervision, unless others are identified by the relevant risk assessment.

17. I

17.1 Travel and Work Off University Campus – Staff and Students

- The University may request staff to undertake duties out with the University premises for which there is a responsibility on University departments to carry out an appropriate risk assessment and ensure suitable arrangements are in place;
- Work off-campus includes work both in the UK and overseas, and covers all types of work including home working, visits, conferences, lecturing, research and field work;
- All types of staff, irrespective of contractual arrangements, are covered through this arrangement, including casual workers, those on temporary contracts, volunteers and KTP associates;
- There are many different circumstances that require staff to work away from the University and therefore separate health and safety arrangements have been prepared to cover most circumstances.

Further Reference:

- [Local Rule : Travel and Work Off University Campus – Staff and Students](#)
- UCEA Guidance on Fieldwork (UCEA website) – *under review, please contact Safety Services*
- [Health & Safety Guidelines for Home Working](#)
- [Guidance on travelling on University Business](#)
- Guidance on first aid training for work overseas (*under development January 2011*)
- [Guidance on Travel/Insurance on behalf of the University;](#)
- KTP Associate Health and Safety Placement Form - West of Scotland KTP
- [Form S23](#) – Student Exchange Programme Pre-Departure Checklist

18. V

18.1 **Vibration at Work**

- Departments will identify all work activities that generate and expose staff to sources of vibration that can affect the hands, arms and body;
- Departments will arrange for vibration levels to be assessed using the services of the Occupational Hygienist available through Safety Services;
- Suitable risk control measures along with information, instruction and training will be implemented to prevent vibration related ill health and reduce vibration levels to or below exposure limit values;
- Where vibration levels pose a risk to health, appropriate health surveillance will be arranged;

Further Reference:

- Guidance on Hand Arm Vibration - *under review due to be published March 2011, please contact Safety Services*

19. W

19.1 **Water Quality Management**

- Estates Services implement an established programme to identify potential sources of the Legionella organism and to manage the University's water systems in order to prevent its proliferation and to control the risk of exposure;
- This programme is based on the HSE publication, Legionnaires' Disease - The Control of Legionella Bacteria in Water Systems, Approved Code of Practice and Guidance;
- In addition, Estates Services manage the quality of stored water and water supplied from storage through a schedule of physical inspections, microbiological and chemical testing (by UKAS accredited laboratory) and disinfecting.

Further Reference:

- Estates Services website – water quality management arrangements

19.2 **Work at Height**

- Departments are aware of their responsibilities to comply with relevant statutory obligations for avoiding work at height, or where this is not reasonably practicable, to use work equipment or other measures to prevent falls or minimise the distance and consequences of a fall.

Further Reference:

- HSE website –Working at Height Regulations

19.3 Work Equipment

- Departments are aware of their responsibilities to comply with relevant statutory obligations and University arrangements for ensuring that work equipment is suitable for its intended purpose, meets essential health and safety requirements and is inspected and maintained, as necessary.

Further Reference:

- Full details of the University's policy on this matter are currently being developed but will be aligned to the Provision and Use of Work Equipment Regulations and Lifting Operations and Lifting Equipment Regulations.
- HSE website – Provision and use of Work Equipment Regulations

19.4 Workplace Safety

- Estates Services have responsibility for the maintenance and repair of fabric, fittings and services related to University buildings, and to maintain adequate standards of workplace health, safety and welfare;
- The workplace is designed and developed to provide suitable accessibility for disabled persons;
- Departments will conduct at least two safety inspections a year, which includes a check that adequate workplace conditions are being maintained;
- Departments are responsible for maintaining high standards of housekeeping in areas under their control e.g. suitable storage arrangements, management of trailing cables, regular removal of obsolete files and equipment etc.
- Whenever any workplaces are refurbished or new buildings developed, Estates Services will ensure the requirements of the Workplace (Health, Safety and Welfare) Regulations are implemented.

Further Reference:

- Guidance on Workplace Regulations – currently being compiled to contain full details of the University's policy on this matter.

19.5 Workplace Access

- The access arrangements for all University buildings are set by Estates Services in the University Access Policy. This policy incorporates arrangements for staff, students, visitors, children and pets on University premises.

Further Reference:

- Access Policy Estates Services - due to be published by Head of Security