

HEALTH, SAFETY & WELLBEING NEWS

Helping you thrive at Strathclyde

Occupational Health, Safety and Wellbeing Newsletter

Issue 3: October 2018



As we end the academic year and begin a new one we take time to reflect on the successes that we can take forward into the 2018/2019 session. In September 2017 the University OHS First Aid Standard was released, with the University Principal and Vice-Chancellor Sir Jim McDonald demonstrating the University's commitment by completing First Aid training. The University's commitment to prioritising health and safety was also demonstrated by a further 8 Members of Court/Executive Team participating in the IOSH Leading

Safely Course, bringing the grand total to 15 Senior Offices trained. The University of Strathclyde is now a recognised IOSH training provider, expanding the range and levels of safety and risk management training provided. In November 2017 OHSaW held its first 'Big Health and Safety Meet', engaging with over 60 attendees from across the University. The meeting was such a success that we will be holding the next 'Meet' on the 16th January 2019. We are also delighted that, through hard work and dedication, the University retains its NHS Healthy Working Lives Gold Award, a great achievement for the *third year running!*

We look forward to the opportunities that lie ahead of us in the new academic session. **Rachel Doyle, Head of Occupational Health, Safety and Wellbeing.**

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Strathclyde Sport: Supporting Your Wellbeing

[Strathclyde Sport](#), the eagerly anticipated £31m new state of the art sports facility, opened its doors on the 17th September 2018.



Members can now enjoy an extensively equipped gym area, a 25m swimming pool with sauna and steam room, and spacious recreational areas. The new fully inclusive and accessible facility also introduces a newly revised and significantly expanded fitness timetable and additional support services that will ensure an exceptional user experience.

One of the core services that Strathclyde Sport offers is aimed at supporting you in improving and maintaining your wellbeing. Good wellbeing is focussed on both physical and mental health. Whatever your ability, whether elite athlete, complete beginner or whether you are just returning from injury or illness, the Strathclyde Sport team can help introduce activity into your lifestyle and support you in sustaining it so that you can enjoy both improved physical and mental health which may benefit you both at home and work.

Strathclyde Sport offers a range of wellbeing and support services including the following:

- **Lifestyle consultations** are currently free to all and are ideal if you want advice on how to become more active.
- **Active living** classes are specially developed for those seeking gentle exercise, some of which is tailored particularly to those recovering from injury or illness, older people, and pregnant women.

- **Seminars and workshops** to support various areas of health and fitness are currently free of charge to all, whether a member of Strathclyde Sport or not.
- **Health and fitness assessments** will be available from January 2019.
- **Gym services** are available to help individuals to meet their fitness goals.
- **Referrals to Strathclyde Sport** are accessible for members of staff following consultation with the Occupational Health Service.

Most of the services that Strathclyde Sport offer are free to members but many are also currently available to non-members either for free or for a small 'Pay as You Go' entry fee. Service provisions will be reviewed throughout the

year to keep Strathclyde Sport at the cutting edge of fitness and wellbeing and to ensure that the user is kept at the heart of operations.

A new online booking system is available for a wide range of services and activities. Membership can also now be purchased online. For more information on wellbeing and support at Strathclyde Sport visit, call or e-mail:

W: [Strathclyde Sport wellbeing and support](#)

T: 0141 548 (2446)

E: strathsport-gymteam@strath.ac.uk



Meet the team!

Strathclyde Digital Safety System: Online Risk Assessment Goes Live

OHSaW are delighted to announce that the new electronic risk assessment system, developed by Dr. Tim Plumridge of the SIPBS IT team, will be released in October 2018.

The new system, which will supersede the current S20 General Risk Assessment Form, brings together all the information generated during the risk assessment process and migrates it to an electronic platform whilst adding additional elements such as: automated reminders, flags to make the creator aware of issues, and automatic assignment of tasks to others involved in the risk assessment process. All of these additional functions aim to ease the process of completing and reviewing risk assessments for those responsible for them.

A number of stakeholders from different departments across the University have been involved in the development process which has led to a system that is bespoke to the University community. Going forward, additional functionality will be added to the system to increase the range of tools available to those who use it. The main aim of future functions will be to integrate the risk assessments with CoSHH assessments, radiation functions and biological worker registrations. For example, this would allow a risk assessment to "talk" to a CoSHH assessment, pulling information in and informing the user about the need to register to par-

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Likelihood						

take in some types of work. This development is ongoing and new functions will be added when they have been discussed with users and where appropriate for the system.

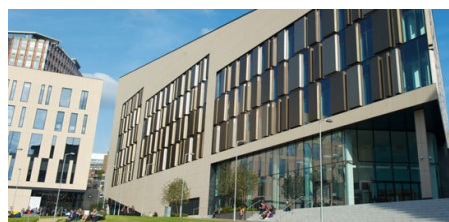
A series of engagement sessions will be run to support the release of the new system and enable anyone interested in learning about the system and how it functions to try it out in an informal and friendly environment. These sessions will run in October 2018 and can be booked online through the DAT system [here](#).

The Biological Protection forms (BP1 and BP2) for biological worker registration have also been redeveloped and will go online alongside the electronic risk assessment system.



We would like to take this opportunity to thank all those involved in the development, consultation and testing of these systems. Your input and feedback has been invaluable.

If you would like more information on these systems or would like more information on the drop in sessions, please contact Richard Wright on X4673, or e-mail richard.wright@strath.ac.uk.



Strathclyde University
The Place of Useful Learning

Best Practice Highlight: CMAC use ULab for local lab management facilitation

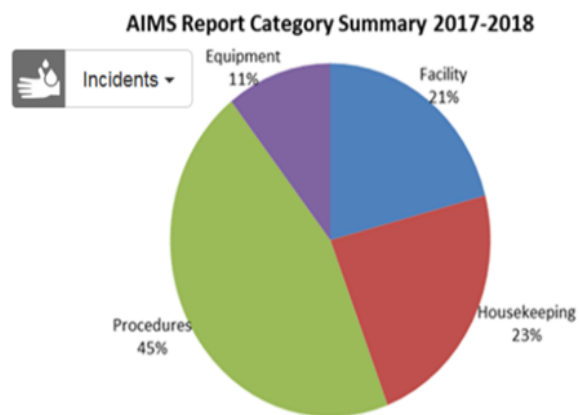
The EPSRC Hub for Continuous Manufacturing and Advanced Crystallisation (CMAC) based in the Technology Innovation Centre have implemented the ULab online platform to successfully manage equipment scheduling and training, and to store important documentation such as SOPs and service reports for laboratory instrumentation. More



recently within CMAC the platform has been leveraged for an additional feature, an Accident & Incident Management System (AIMS) which is being utilised to report safety and operational issues and facilitate their resolution in an efficient and communicative manner.

CMAC has successfully embedded the system into its culture with an average of 6-7 items being reported per week. Whilst primarily setup for laboratory environments, CMAC itself being a fairly large organisation with multiple labs and a team of multidisciplinary academics, AIMS can be extended to office areas too. Any member of the organisation from MSc student to academic can raise an issue, anonymously if they wish, by submitting a simple electronic form which then notifies a team of technical staff by email. As issues are resolved (this could be a single action of a few seconds or a series of corrective steps over a longer period), the incident raiser is automatically updated with the progress.

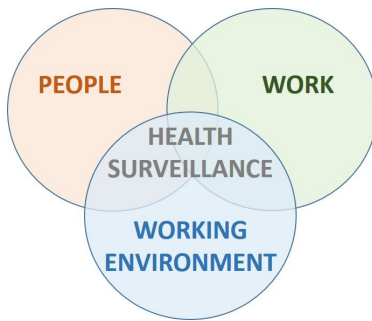
The data generated allows easy analysis of incident types reported (a typical breakdown is highlighted below), identification of emerging trends and issues repeatedly being raised. The system works hand-in-hand with the University S1 procedure, with the technical staff highlighting which incidents should be escalated to this. Overall a new culture in CMAC has been adopted, where students and staff feel encouraged to report issues and near misses and highlight suitable areas for improvement.



Dr. Thomas McGlone,
CMAC Technical Operations Manager.

Health Surveillance: What do you need to know?

Statutory Health Surveillance facilitates early identification of ill health by employing a system of ongoing health checks for employees who may be exposed to certain hazards at work and where there remains a residual risk to health despite appropriate control measures being in place. In addition to employees, the requirement to undertake health surveillance can also extend to post-graduate students whose activities expose them to certain hazards. The requirement for health surveillance will be identified during the risk assessment process.



Adapted from [HSE website](#)

Health surveillance is important for:

- detecting ill-health effects at an early stage, so that as an employer we can introduce better controls to prevent them getting worse;
- providing data to help us evaluate health risks;
- enabling employees to raise concerns about how work affects their health;
- highlighting lapses in workplace control measures, therefore providing invaluable feedback to the risk assessment;
- providing an opportunity to reinforce training and education of employees (e.g. on the impact of health effects and the use of protective equipment); and
- helping to identify employees where there are early signs of work-related ill health so more can be done to control the risks and protect employees' health.

Health surveillance is a legal requirement and **should not be confused with:**

- activities to monitor health where the effects from work are suspected but cannot be established;
- workplace wellbeing checks to promote healthy living; or
- fitness to work examinations.

The Occupational Health Service will identify the method, the nature and the frequency of health surveillance programmes. The service will work with you to manage the practicalities of arranging the health surveillance programmes. It is important to note that health surveillance is only carried out where there is:

- a health risk associated with a specified work process or substance;
- an identifiable disease or condition attributable to that specified work process or substance; and
- there is a suitable method to detect or prevent damage.

The risk assessment process will inform the requirement for health surveillance based on the hazards

present. Health surveillance cannot be used as a substitute for undertaking a risk assessment. The following conditions/hazards have been identified as requiring health surveillance:

- **Significant noise/vibration**
- **Ionising radiation**
- **Solvents, chemicals, dusts, fumes, some biological agents (including GM that can cause insidious ill health/disease that is treatable) and other substances hazardous to health including respiratory sensitizers and skin irritants and sensitizers**
- **Asbestos**
- **Lead**
- **Work in compressed air**

Exposure to a hazard does not mean that health surveillance is always required, however it is important that as an organisation we understand whether employees are exposed and determine an appropriate method of surveillance, taking account of their personal medical history. It is therefore important that you identify the hazards that an employee is exposed to, even though in some cases no further action will be required.

What does health surveillance entail?

Health surveillance is a non-invasive procedure which may consist of questionnaires, self-checks for signs and symptoms of ill health, and in some cases additional medical checks such as:

- Audiometry (hearing)
- Spirometry (breathing)
- Dermatological (skin)
- Hand arm vibration syndrome (HAVS)

Managers should seek advice from Occupational Health, Safety and Wellbeing, if there is any doubt, to identify whether health surveillance should take place. They should:

- ascertain the roles/employees in their department that are exposed to the hazards that require health surveillance to be carried out;
- check whether the identified employees have had health surveillance and whether it is up to date;
- arrange for the Occupational Health Service to undertake health surveillance for employees who have not had the required health surveillance or whose health surveillance assessment requires updating.

Further information on health surveillance can be found on the [Occupational Health](#) and [HSE](#) web pages.

Please note that should accidental exposure occur or symptoms develop then Occupational Health, Safety and Wellbeing should be informed immediately.

T: 0141 548 (2726) during office hours

In an emergency call Security Control

0141 548 (2222).

Upcoming Training Courses

OCTOBER

- 10th DSEAR awareness (x2, AM and PM)
- 15th Use of Evacuation Chair
- 16th Departmental Fire Safety
- 18th Fire Extinguisher Practical
- 19th Principles and Practice of Risk Assessment
- 23rd COSHH Assessors
- 25-26th Mental Health First Aid

NOVEMBER

- 5th Manual Handling Awareness (x2, AM and PM)
- 6th Manual Handling Assessors
- 13th Principles and Practice of Risk Assessment
- 15th Departmental Fire Safety
- 16th Fire Extinguisher Practical
- 19th Use of Evacuation Chair
- 20th COSHH Assessors
- 27th Departmental Safety Inspection

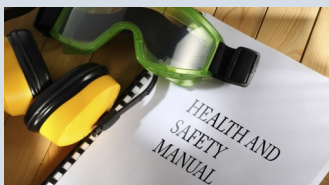
DECEMBER

- 6th Departmental Fire Safety
- 11th Principles and Practice of Risk Assessment
- 18th COSHH Assessors

IOSH MANAGING SAFELY

15th Nov, 26th Nov, 3rd Dec. All 3 sessions must be attended.

For further information on training courses please visit the online Development and Training booking system [here](#).



Update on First Aid

The University OHS Standard for First Aid was released a year ago this month and has been successfully received. The implementation of this new Standard has seen an increase in the number of First Aiders that are appointed within departments, boosting the First Aid provisions and continuing service provided by Security Services. **135 people have been trained in First Aid** since the introduction of the Standard, with all Science and Engineering departments training staff.



Departments are reminded that a First Aid Response Record Form should be filled in by the attending departmental First Aider and sent to OHSaW. Dependent on the type of incident, there may also be a requirement for an S1 form (Accidents or Dangerous Occurrences Reporting Form) to be completed.

First Aid training can be booked online through the DAT booking system [here](#).

Manual Handling Standard

OHSaW are delighted to announce that the Local Rule for Manual Handling has been revised and will be released in the near future as the University OHS Manual Handling Standard. The biggest change that departments should be aware of is the re-structured training programme that is now operating. **The Manual Handling and Back Care Awareness course is now half a day and is a pre-requisite to the now 1 day Manual Handling Assessors course.**

The new Standard also includes additional tools such as a manual handling quick reference flow chart, information on the selection of small mechanical aids, and refreshed manual handling risk assessment forms, all of which aim to facilitate the manual handling risk assessment process.

The BIG Health and Safety Meet 2019

16TH JANUARY 2019 SAVE THE DATE

BIG Health and Safety Meet

Following on from the success of the Inaugural Big Health and Safety Meet in November 2017, OHSaW will be hosting the next Big Health and Safety Meet in the Insight Institute on the 16th January 2019. The event will consist of a series of presentations and workshops and will be open to all members

of staff within the University who have a role or an interest in health and safety, or just want to come along to meet like minded people and learn more.

If you have topics that you would like featured at the event please contact us by e-mail at safety@strath.ac.uk, or call X2726. The event will be open for booking via the DAT online system in the near future.

Health and Safety Alerts

Battery Charging Failure

What Happened? Evidence would indicate that a lithium polymer battery 'failed' and exploded, which set alight the rubber matting it was standing on, which in turn set alight a plastic reel of soldering wire which was located nearby; the plastic reel also caught fire and the soldering wire simply melted.

Conclusions The failure of the lithium polymer battery and subsequent explosion could not have been anticipated or prevented. However, the battery being charged was not inside a LIPOSAFE bag which is available for the specific task of charging lithium polymer batteries. Use of this bag would have resulted in the explosion being contained within the bag, with minimal damage to other items. If the LIPOSAFE bag had been used, this incident would have been dealt with 'in house' without the involvement of Scottish Fire and Rescue Service.

For full details: The full report and recommendations for the use of this type of battery can be found on the OHSaW website [here](#).

Occupational Health Highlight: Preventing spread of infection



Feedback from the 2018 Staff Wellbeing Survey highlighted hand washing as one of the topics that staff wanted more information about. Appropriate Hand Washing is one of the most important, most effective, and also one of the easiest ways to prevent the spread of infections in the community.

Norovirus (winter vomiting bug) and Influenza (flu) hit the headlines every winter, yet by washing hands properly using the correct technique and with soap and water you can reduce the risk of diarrhoea by nearly 50% (Prof Jeremy Hawker, consultant epidemiologist, PHE), and prevent the spread of the flu virus (Richard Pebody, respiratory expert, PHE) ([Reference](#)).

By following the NHS Greater Glasgow and Clyde **6 step hand hygiene technique** you can help yourself and others stay healthy this winter.

Remember to wash your hands:

- After using the toilet
- After handling raw foods
- Before eating/handling food
- After contact with animals
- After blowing your nose/sneezing
- When leaving the lab

For more information on how to wash hand properly visit the NHS website [here](#).

Occupational Health, Safety and Wellbeing Office News

FAREWELL We say farewell to Gillian Simcox who, after 10 years service at the University of Strathclyde, left OHSaW at the end of July to move on to new challenges in her career. Gillian has provided support and advice to departments on chemical safety and other aspects of health and safety, working across the whole University. The Chemical Safety post will be advertised in October, in the meantime, for Chemical Safety Advice please contact safety@strath.ac.uk or call X2726.



We also say farewell to Arnold Clements who, after 17 years service at the University of Strathclyde, left OHSaW at the end of August to enjoy his retirement. Arnold has provided support to many people across the University in his role as Health and Safety Adviser over the years since joining Strathclyde University in 2001. I'm sure you will join us in wishing Arnold a very happy retirement.



Both Gillian and Arnold will be greatly missed, not only by the OHSaW team, but by many staff and students with whom they have worked with over the years.

WELCOME We would like to offer a warm welcome to Fiona Duff as she joins the Occupational Health, Safety and Wellbeing team as the Health, Safety and Training Adviser. Fiona brings with her a wealth of experience from her previous role as a Health and Safety Co-ordinator at Forth Valley College. Fiona will replace Arnold's role in the provision of general health and safety advice to departments alongside overseeing the Occupational Health, Safety and Wellbeing training programme. Fiona will also be delivering the Principles and Practice of Risk Assessment training, a mandatory course for those within the University who carry out the risk assessment process. If you would like to contact Fiona please e-mail f.duff@strath.ac.uk or call X2726, she will also be out and about in departments over the next few months so please join us in welcoming Fiona to the University.



CONGRATULATIONS to Greig Dick who was recently appointed the role of Health and Safety Assistant in the OHSaW Office. Greig had previously been with the team for over two years whilst he completed his NVQ Level 3 in Business Administration. We wish Greig all the best in his new role within the University.



Title	Name	E-mail	Ext
Head of OHSaW	Rachel Doyle	r.doyle@strath.ac.uk	2080
Risk and Resilience Manager	Pamela Loughlin	pamela.loughlin@strath.ac.uk	2428
Health and Safety Manager	Paul Graham	paul.graham@strath.ac.uk	3375
Health, Safety and Training Adviser	Fiona Duff	f.duff@strath.ac.uk	2726
Fire Safety Adviser	Wes Boulstridge	wesley.boulstridge@strath.ac.uk	2121
Radiation Protection Officer	Richard Wright	richard.wright@strath.ac.uk	4673
Biological Safety Adviser	Sarah Carroll	sarah.carroll@strath.ac.uk	5740
Health and Safety Coordinator	Lorna Millar	lorna.millar@strath.ac.uk	3370
Departmental Secretary	Irene Bryson	i.bryson@strath.ac.uk	3370
Risk and Resilience Secretary	Josephine Hamilton	josephine.hamilton@strath.ac.uk	2020
Safety Training Co-ordinator	Greig Dick	greig.dick@strath.ac.uk	2726
Occupational Health Advisor	Jan Duke	jan.duke@strath.ac.uk	5836
Occupational Health Nurse	Sarah Hunter	s.hunter@strath.ac.uk	5882
Occupational Health Secretary	Jacqueline Gordon	jacqueline.gordon@strath.ac.uk	4824

WE WOULD LOVE TO HEAR FROM YOU!

If you would like to make a contribution to the newsletter contact: OHSaW, Room GH820, Graham Hills Building, 50 George Street, G11 1QE. T: 0141 548 (2726), E: safety@strath.ac.uk.