



Abertay  
University

## **HEALTH & SAFETY POLICY & PROCEDURES**

Version 3.6  
Revised May 2015

---

## CONTENTS

---

### A BACKGROUND

- A1 Principal's Introduction
- A2 Safety Responsibilities: Overview
- A3 Contacts
- A4 Organisational Chart indicating safety responsibilities

### B UNIVERSITY HEALTH & SAFETY POLICY STATEMENT

- B1 Statement
- B2 Implementation

### C UNIVERSITY HEALTH & SAFETY ORGANISATION

- C1 Introduction
- C2 Health & Safety Committees
  - C2.1 University Health & Safety Committee
  - C2.2 Emergency Health & Safety Committee
  - C2.3 School/Service Health & Safety Committee
- C3 Persons Responsible
  - C3.1 Principal & Vice-Chancellor
  - C3.2 Vice-Principal University Services (from September 2013)
  - C3.3 University Health & Safety Officer
  - C3.4 Director of Operations
  - C3.5 Heads of School/Service/Departments

### D UNIVERSITY HEALTH & SAFETY ARRANGEMENTS

- D1 Control of Contractors
- D2 Asbestos
  - D2.1 General
  - D2.2 Duties and Responsibilities
- D3 Biological
  - D3.1 Duties and Responsibilities of the Biological Safety Officer
  - D3.2 Genetically Modified Organisms
- D4 Control of Substances Hazardous to Health
- D5 Safety in Corridors, Stairways, Teaching Rooms etc.
  - D5.1 General
  - D5.2 Obstructions
  - D5.3 Food and Drink
- D6 Disposal of Waste
  - D6.1 General
  - D6.2 Removal of Waste and Rubbish
- D7 Display Screen Equipment
  - D7.1 General
  - D7.2 Application
  - D7.3 Assessment
  - D7.4 Effect of Regulations
  - D7.5 Further Information
- D8 Electricity

D9	Fire Safety
	D9.1 Provision of Fire Safety Equipment
	D9.2 Procedure in Case of Fire
D10	Evacuation Procedures
	D10.1 Evacuation of Disabled Persons
D11	First Aid
	D11.1 General
	D11.2 Procedure
	D11.3 In Case of Major Injury
D12	General Emergency (Disaster Recovery)
	D13.1 General
	D13.2 Duties and Responsibilities of the Laser Protection Officer
D14	Manual Handling
D15	Safety Monitoring
D16	Occupational Health
D17	Pregnant Workers
D18	Personal Protective Equipment
D19	Provision and Use of Work Equipment
	D19.1 Guarding of Machinery
	D19.2 Defective Machinery
	D19.3 Testing and Inspection of Fixed and Mobile Equipment
D20	Radiation
	D20.1 General
	D20.2 Radiation Warning Notices and Local Rules
	D20.3 Radioactive Waste
	D20.4 Accidents Involving Radioactive Machinery
	D20.5 Duties and Responsibilities of the Radiation Protection Supervisor
D21	Risk Assessment and Control
	D21.1 Definition
	D21.2 Purpose
	D21.3 University Obligations
	D21.4 University Practice
	D21.5 Risk Control Measures
D22	Reporting, Notifying and Investigating Injuries, Accidents etc.
D23	Safeguarding of Third Parties
D24	Smoking
	D24.1 Background
	D24.2 Policy Statement
	D24.3 Responsibility
	D24.4 Policy Communication
	D24.5 Areas Which Can Be Designated Smoking Areas
	D24.6 Smoking in Student Accommodation
	D24.7 Assistance in Giving Up Smoking
D25	Access
	D25.1 Security and Access Out with Normal Working Hours
	D25.2 Conditions of Access
D26	Transport of Staff and Students
D27	Safety Training
D28	Working Out with the University
Appendix 1	Areas for which Court Designated Persons are Responsible
Appendix 2	Legislation, Regulations and Codes of Practice
Appendix 3	School and Service Diagrams of Responsibilities

**A1 Principal's Introduction**

The *Health & Safety Policy & Procedures* set out in this document comprise a statement of the University's commitment to safety and an indication of what is expected of all persons within the University to achieve a safe and healthy workplace. The specific particulars are laid down within agreed sections of the harmonised school/service health and safety manuals. Reference is made to specialised operations or particular areas where specific requirements are required; these procedures are recorded locally as additional sections to the harmonised manual.

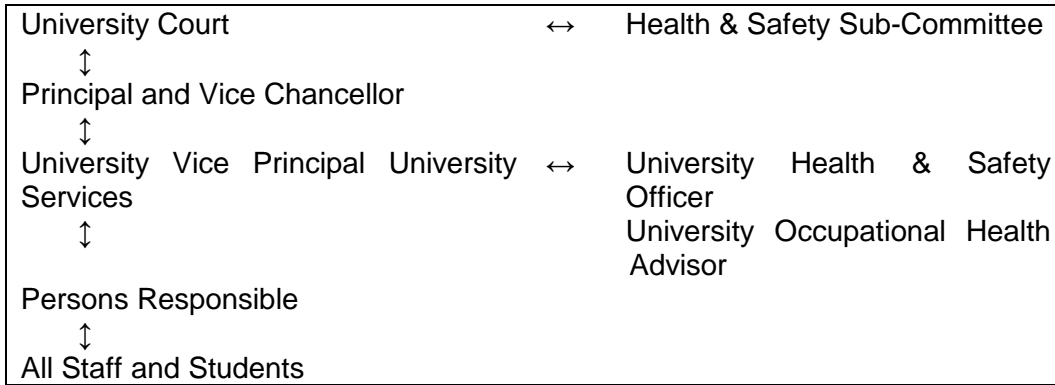
Ensuring that health and safety matters are acknowledged by the University Court is an overriding concern. The responsibilities of persons within the University are shown in the diagram following this Introduction together with a list of contacts.

The health and safety of all persons within the University depends on their taking positive steps to ensure their own safety, and that of others, and in the observance by them of the procedures, which are set out in the *Health & Safety Policy & Procedures*. The Health & Safety Sub-Committee requires observance of these procedures by all members of the University community.

Nigel Seaton

Principal & Vice-Chancellor

## A2 Safety Responsibilities: Overview



## A3 Contacts

### General Safety

University Vice Principal/ University Services  
University Health & Safety Officer  
University Occupational Health advisor

Designated Persons Responsible – Heads of School/Service/Departments<sup>1</sup>

Institute of Arts, Media and computer games  
Dundee Business School

Social & Health Sciences  
Information Services  
Central Services  
Estates & Campus Services

### General

Principal & Vice Chancellor  
Vice Principal University Services

### Specialist Officers

Radiation Protection Supervisor  
Biological Safety Office  
Hazardous Substances Advisor

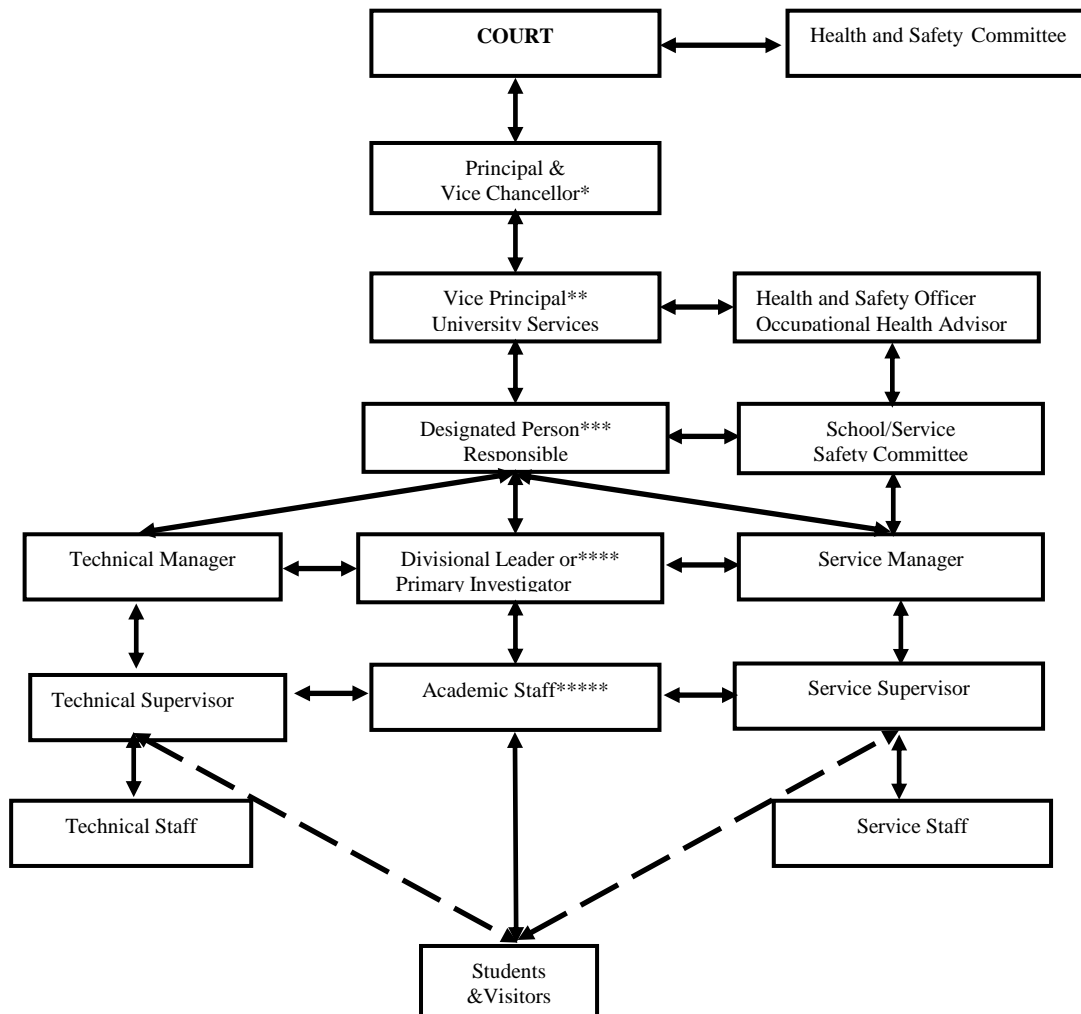
Telephone number for Contacts 01382 308232

---

<sup>1</sup> See appendices for full list of designated “Persons Responsible” (PR)

## Organisational Chart

For simplicity the Organisational chart only shows direct responsibility for and to whom. All staff are reminded that they have, by their actions or omissions, a statutory responsibility for their own safety and the safety of others.



\*The **Principal & Vice Chancellor** has overall responsibility for health and safety matters within the University.

\*\* The **Vice Principal University Services** under delegation from the Principal has responsibility for maintaining health and safety provision within the University, and also holds responsibility as the person responsible for areas within the University not specifically within the responsibility of the Designated Persons Responsible.

\*\*\*Court requires each **Head of School/Service/** (referred to as the Person Responsible) to take responsibility for safety in his/her area of the University and, in the case of Schools, on location outside the University during fieldwork. This responsibility includes all staff, students and other persons having access to the University and being within the area of responsibility

\*\*\*\***Divisional leaders, Primary Investigators, Service and Technical Managers** have delegated responsibility for ensuring safe working arrangements are in place to protect staff, students, and contractors in their designated divisions or sections.

\*\*\*\*\***Academic staff, Service and Technical supervisors** have the responsibility for ensuring that staff/students under their supervision are adequately trained and receive all necessary instruction on University safety procedures and local safe working practices

All **Staff#** have responsibilities for their safety and the safety of others and will make themselves familiar with University Health and Safety Procedures and of the arrangements in their local Health and Safety manuals, codes of practice, systems of work and safe operating procedures and:

- Shall at all times, make full use of protective clothing, equipment and devices provided.
- Will maintain high standards of housekeeping in areas in which they work at all times.
- Shall report to their line manager any accident or near miss whether anyone was injured or not, any practices, systems of work or conditions which they consider may create a risk to the Health and Safety of persons or cause damage to plant or premises.
- Will actively cooperate and participate in the process of identifying and reducing the risk from hazards associated with their activities

## B1 Statement

The University Court has the aim of ensuring the health, safety and welfare of staff and students within the University and of those who are involved with the University by invitation.

Court recognises the importance of health and safety objectives in relation to other University objectives. Court recognises that accidents, ill health, and incidents can result from failings in management control and accepts it has a responsibility as an employer to provide a safe and healthy workplace and working environment for all staff, students and others within the University. Court will take all reasonable steps within its powers to fulfil this responsibility, paying particular attention to the provision and/or maintenance of:

- safe plant, equipment and systems of work
- safe arrangements for the use, handling, storage and transport of articles and substances
- sufficient information, instruction, training and supervision to enable all employees to minimise the risk from hazards and contribute positively to their own safety and health at work
- a safe place of education or work, and safe access and egress to and from it
- a healthy working environment
- adequate welfare facilities
- compliance with the requirements of all relevant Acts, Regulations and Codes of Practice
- appropriate monitoring and review procedures to ensure the effective management and improving standards of health and safety throughout the University.
- employee consultation in recognition of, the defined role and functions of staff safety representatives.

1 The success of the *Health & Safety Policy & Procedures* depends upon the active participation and interest of everyone on University premises. An interest in personal safety and the safety of colleagues will go a long way to ensuring a safe place of work, remembering that accidents produce a variety of injuries, some of which may be permanent, and that most accidents are avoidable.

2 Heads of School/Service/Departments are responsible for ensuring H&S arrangements do not conflict with other management arrangements with regard to providing safe conditions of education or work in their area. Court will provide, or arrange for the provision of, competent technical advice on safety and health matters where this is necessary to assist Heads of School/Service/Departments. Court will co-operate fully in the appointment of safety representatives from amongst its employees and will provide them, where necessary, with sufficient

facilities and training to carry out this task. Court will also co-operate in the establishment of appropriate health and safety committees.

## B2 Implementation

- 1 A Health & Safety Policy is unlikely to be successful unless it actively involves staff themselves. Court reminds all employees of their own duties under current health and safety legislation to take care of their own safety and that of others and to co-operate with Court to enable it to carry out its responsibilities successfully.
- 2 The *Health & Safety Policy & Procedures* document has been formulated on behalf of the University Court to give direction on health and safety requirements to be implemented throughout the University. It nominates 'Persons Responsible' for matters relating to health and safety in accordance with the current legislation. It does not aim to substitute or replace the statutory requirements of the legislation. Therefore, those responsible for health and safety issues at every level in the University must ensure that legislation is complied with, and should make arrangements to have available for reference by staff and students any relevant legislation and necessary information. Copies of all relevant legislation and codes of practice can be obtained by contacting the University Health & Safety Officer.
- 3 The University will review the *Health & Safety Policy & Procedures document* and its implementation on a regular and frequent basis to ensure that it is up-to-date and that its provisions are being complied with. The Health & Safety Committee will have, as a standing item on the agenda for each meeting, the monitoring and implementation of health and safety matters in terms of the *Health & Safety Policy & Procedures*.
- 4 Regulation 8 of the *Management of Health & Safety at Work Regulations 1999* imposes the following obligations on Court:
- 5 Person(s) Responsible shall:
  - establish and, where necessary, give effect to appropriate procedures to be followed in the event of serious and imminent danger to persons at work in his/her area of responsibility
  - nominate a sufficient number of competent persons to implement those procedures insofar as they relate to the evacuation from premises of persons at work in his/her area of responsibility
  - ensure that none of his/her employees has access to any area occupied by him/her to which it is necessary to restrict access on grounds of health and safety unless the employee concerned has received adequate health and safety instruction.
- 6 The procedures referred to in bullet point one of paragraph six above shall:
  - so far as is practicable, require any persons at work who are exposed to serious and imminent danger to be informed of the nature of the hazard and of the steps taken or to be taken to protect them there from
  - enable the persons concerned (if necessary by taking appropriate steps in the absence of guidance and instruction and in the light of their



knowledge and the technical means at their disposal) to stop work and immediately proceed to a safe place in the event of their being exposed to serious, imminent and unavoidable danger

- save in exceptional cases, or for reasons duly substantiated (which cases and reasons shall be specified by the University), require the persons concerned to be prevented from resuming work in any situation where there is still a serious and imminent danger

7 A person shall be regarded as competent for the purpose of bullet two of paragraph six above where he/she has sufficient training and experience or knowledge and other qualities to enable him/her properly to implement the evacuation procedures referred to in that sub-paragraph.

## C1 Introduction

The *Health & Safety at Work etc Act 1974* (the 1974 Act) covers all places of work, and places a duty on all employers to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees. Moreover, the 1974 Act places a similar duty on employers to care for the health and safety of people who are not their employees but who may be on an employer's premises. Such people may include contractors, employees, visitors and other members of the general public. Legally, students are deemed to be members of the general public.

Employees also have responsibilities under Section 7 of the 1974 Act. They must take reasonable care for the health and safety of themselves and others who may be affected by their actions or omissions, and they must co-operate with the employer to enable them to discharge their responsibilities in conformity with the requirements of the 1974 Act.

Under Section 2(3) of the 1974 Act, the University Court is required to prepare and communicate its policy on health and safety to all its employees. This document has been produced for that purpose. All members of University staff **must** comply with its requirements.

In the case of flagrant, serious or persistent breaches of the University's *Health & Safety Policy & Procedures* or any relevant legislation, the University will, where appropriate, exercise its disciplinary powers, and reserves the right to report such offenders to the appropriate external authority.

A copy of the University's *Quick Reference Guide to being Safe and Healthy* will be issued to all employees and will be available on the University's Intranet. Copies of the *Health and Safety Policy and Procedures* document will be available on the Intranet with hard copies held in Schools, Services and by the University Health & Safety Officer. The *Health & Safety Policy & Procedures* document will be reviewed and modified, if required, every two years or following any significant H&S incident and may be supplemented in appropriate cases by further statements relating to the work or concerns of particular areas or groups of workers.

The nature of potential hazards within a School/Service will determine to some extent the health and safety procedures, which require to be developed and implemented, in order to provide safeguards against identified risks. These procedures, where they expand on the general requirements set out in the *Health & Safety Policy & Procedures* document, will be detailed in School/Service health and safety manuals.

While recognising that accidents, ill health and incidents can result from failings in management control, it is necessary that everyone takes responsibility to ensure they are acquainted with all the health and safety procedures which apply to their place of work, and with the rules of other Schools/Services, or areas to which they have access in the course of their duties. Students, prior to and during their course of instruction, require to be informed of the potential hazards to their health and safety at their place of instruction, and of the appropriate

safeguards which have been established to deal with these hazards.

The HSE publication Successful Health and Safety Management (HSG 65) specifies three levels of responsibility that should be assigned in an organisation

#### Policy Makers

##### Develop

- health and safety policy to meet strategic objectives
- the University's organisation for planning, measuring, reviewing, and auditing
- plans containing specific objectives for each year
- the organisational structure for implementation.

Given that designated "Persons Responsible", specialist advisors and staff representatives are core members of the University's Health and Safety sub - committee it is this committee that has responsibility for setting policy subject to Court's final approval.

School/Service health & safety committees are responsible for drawing up and, on a regular basis reviewing, any additional guidance in respect of health & safety matters.

#### Implementers

The Vice Principal University Services under delegation from the Principal has overall responsibility for maintaining health and safety provision within the University. At School/Service level, "Persons Responsible" are tasked with ensuring;

- the implementation of operational plans, management arrangements, risk control systems and safety standards
- communication and participation at all levels in health and safety activities for the areas under their control
- appropriate feedback and actions on performance highlighting both good and bad practice
- that appropriate resources are provided

Note\* that while "Persons Responsible" can delegate implementation tasks they cannot delegate responsibility for ensuring tasks are undertaken competently

#### Planners

Subject to the approval of Court the University Health and Safety committee will develop action plans with the objective of improving the University's health and safety management system and culture.

Persons Responsible will oversee the creation of plans which will ensure that local arrangements

- are adequate for the organisation and the range of hazards/risks for the areas under their control
- set standards for improvements
- deliver cost effective and proportionate risk control

## C2 Health & Safety Committees

### C2.1 University Health & Safety Sub -Committee

Court has established a University Health & Safety Committee in accordance with the 1974 Act to be responsible to Court. It is a Sub-Committee of Court with Senate representation. As the Health & Safety Sub-Committee reports to Court via the Finance, People and General Purposes Committee it will meet at least two weeks before each meeting of Court approximately five times per year.

The remit and membership of the Committee are as follows:

#### **Remit**

- 1 To keep under review all matters involving the safety and occupational health of staff, students and other persons within the University environment;
- 2 To oversee the implementation of the University's *Health & Safety Policy & Procedures* and associated documents, monitor their effectiveness, and to advise Court from time to time on necessary amendments and additions to the policy in response to altering legal requirements and changing circumstances within the University;
- 3 To give consideration to all aspects of occupational health within the University from a positive and preventative standpoint including the development, implementation and monitoring of relevant policies and procedures, and to advise Court from time to time on occupational health issues and matters of which it should be aware;
- 4 To consider any matter from whatever source brought to the attention of the Committee and which may have a significant implication for the health, safety or welfare of all those persons (employees and others) associated with the University's operation, and to take any action considered appropriate in the circumstances of the case;
- 5 To monitor accidents, dangerous occurrences and notifiable diseases which occur in any area or work process over which the University is considered to have responsibility and control, and to report to Court the outcome of investigation into such events summarising details of corrective measures implemented as a consequence;
- 6 To consider reports submitted by School/Service health and safety committees, or safety representatives, and take any action considered appropriate in the circumstances of the case;
- 7 To consider safety audit reports and, where appropriate, to report thereon to Court and/or instigate corrective action;

- 8 To consider reports and information submitted by inspectors appointed by an enforcing authority in accordance with the *Health & Safety at Work etc Act 1974* and as specified by the *Health & Safety (Enforcing Authority) Regulations 1998*;
- 9 To advise Schools/Services on drawing up, reviewing, implementing, and monitoring School/Service health and safety documentation and to approve the same;
- 10 To assist in the development of codes of practice, safety rules and safe systems of work;
- 11 To monitor the effectiveness of the health and safety content of employees' training;
- 12 To monitor the adequacy of communications and publicity regarding health and safety in the workplace;
- 13 To provide a link with the appropriate inspectors of an enforcing authority;
- 14 To give consideration to environmental matters (such as waste disposal) where these have health and safety implications and to instigate and monitor such action as is required under statute or is otherwise necessary;
- 15 To establish appropriate working groups or sub-committees as necessary to consider issues or deal with matters within the Committee's remit;
- 16 To take such other actions as are required by Court in relation to the maintenance of health and safety within the University.

**Membership**  
**Health and Safety Sub - Committee**

**Membership**

***Court Membership***

None

***Elected***

None

***Ex Officio***

University Secretary (as Chair),  
 Vice-Principal (University Services)  
 Director of Operations  
 Health & Safety Officer,  
 Occupational Health Adviser,  
 Heads of Schools,  
 Head of Information Services,  
 Head of Human Resources,  
 President of the Students' Association,  
 Radiation Protection Supervisor,  
 Biological Safety Officer,  
 Hazardous Substances Adviser;  
 Student Centre Manager

## Chairs of School and Services Health and Safety Committees

### **Co-Opted**

None

### **Nominated**

UCU representative

UNITE representatives: 2

Non-Union Support staff

### **In Attendance**

Student Adviser (Disabilities),

Accommodation Officer

### **Secretary**

Administrative Officer, Secretariat (nominated as Secretary by the University Secretary)

## C2.2 Crisis Management Team

A Crisis Management Team will be pre nominated to represent and act for the university in the immediate aftermath of a major incident or at a time of crisis. The team will be carefully selected and comprise of capable persons who are empowered to ensure the safety and security of staff and visitors.

## C2.3 School/Service Health & Safety & Environment Committee

- 1 Each Head of School/Service shall establish a Health & Safety & Environment Committee. A School or Service will normally establish its own Health & Safety Committee, but may form a joint committee with the approval of the University Health & Safety Committee.

A School/Service Health & Safety & Environment Committee shall normally be drawn from the School Executive or equivalent together with other appropriate staff with particular interests in, or responsibilities for, safety, who represent different categories or groups of staff within the School/Service and, if appropriate, a member of the student body.

School/Service Health & Safety & Environment Committees will be required to review safety issues with regard to the day-to-day operation of the School/Service.

School/Service Health & Safety & Environment Committees will report regularly to the University Health & Safety Sub-Committee via the submission of minutes of any meetings held.

- 2 The University has a Harmonised Health and Safety Manual; however, School/Service Health & Safety & Environment Committees are responsible for drawing up and, on a regular basis reviewing, any additional guidance in respect of Health & Safety matters. The preparation of this guidance is subject to the approval of the University Health & Safety Officer and the University Health & Safety Sub-Committee. This additional guidance will contain regulations and good practice for the guidance of, and compliance by, all staff and students of that particular School/Service as well as visitors to that particular School/Service. The appended Harmonised Health and Safety Manual will constitute the School/Service health and safety manual and shall apply to the areas within the responsibility of that School/Service including offices, laboratories, workshops, storage facilities etc.

The School/Service health and safety manual (referred to hereafter as the "Health and Safety Manual") shall deal particularly with the requirements of safety within the School/Service concerned. The Health & Safety & environment Committee,

through the relevant Head of School/Service, must ensure widespread distribution of the Health and Safety Manual to staff and, where appropriate, students within the School/Service, and will oversee the implementation of its requirements. The Health and Safety Manual should include any necessary fire regulations supplementary to the University's regulations applying to each University building e.g. for livestock, live electrical equipment, fume cupboards, flammable liquid stores, radioactive substances and cylinders of toxic, flammable, asphyxiating or other gases etc. All School/Service Health and Safety Manuals must be submitted to the University Health & Safety Sub-Committee for consideration and approval and, after approval, a copy requires to be passed to the University Health & Safety Officer for Retention.

- 3 Notwithstanding Health & Safety Committees, Court delegates responsibility for enforcing health and safety regulations to the Designated Person(s) Responsible in each School/Service. The Person Responsible will normally be the Head of the School or Service.

#### **Remit of Local Health & Safety and Environment Committees**

The local Health & Safety & Environment Committee is directly responsible to the Designated Person for their area for the enhancement of a healthy and safe environment across that School or Service. The Committee has the following specific terms of reference:

- To advise the designated 'person responsible' on local matters relating to general health and safety policy and the actions necessary to implement University health and safety policies.
- To identify the safety training needs of staff and give advice on the level of competence required for staff with locally delegated safety responsibilities
- To maintain and regularly review the local school/service health and safety manual
- To monitor through inspection and regular review the extent of compliance with statutory, university and local health and safety policies and procedures.
- To consider reports of internal/external inspections, to commend examples of best practice, recommend actions necessary to address areas of non-compliance and to identify those responsible for ensuring remedial action is taken and completed within specified timescales.
- To provide a forum for consultation and discussion of local health and safety matters including accident/incident near miss reports and to consider health, safety, and environmental implications of submissions to carry out new research, project or practical work.
- To give consideration to environmental matters (such as waste disposal) where these have health and safety implications and to instigate and monitor such action as is required under statute or is otherwise necessary.
- To promote a culture of consciousness of health and safety and of the need for continuing improvement in those areas under the control of the designated person(s) responsible.
- To report annually to the University Health and Safety Committee.

### Membership

*Chair:* Designated senior member of staff with responsibility for Health and Safety issues who will prepare the annual report.

*Core:* One member representing each division within the School/Service.

*Co-opted:* Such expert persons as required and other appropriate staff with particular interests in or responsibilities for safety who, represent different categories or groups of staff. If appropriate this will include a member of the student body.

### Meetings

The committee will meet 2 weeks before the University Health and Safety Committee. Any additional meetings will be at the discretion of the individual School/Service.

### Secretary

A member of the School/Service administration team

### Quorum

Chair and three members

### Other Information

Where a member of the Committee has a direct involvement in a safety issue under discussion they are required to declare their interest to the Chair.

Each School/Service Health & Safety & Environment committee has, in addition, the following duties and responsibilities:

- 1 to inspect accommodation within its area of responsibility on a regular basis (at least twice in any academic year)
- 2 to report to the University Health & Safety Officer, within two weeks of its inspection of accommodation, any action taken or recommended
- 3 to report any issues with regard to health and safety initially to the Person(s) Responsible and thereafter to the University Health & Safety Officer
- 4 to ensure to its own satisfaction that (a) all regulations are being observed, (b) safety equipment is in good working order, and (c) emergency exits are effective and not blocked or partially-blocked
- 5 to establish procedures for ensuring the safety of disabled members of staff and students within the School/Service and to make all staff and students aware of the need to ensure that disabled colleagues are safe
- 6 ensure the maintenance of a suitably supplied first aid box for use within the School/Service
- 7 Subject to local risk assessment to ensure if necessary that there are adequate numbers of qualified and certificated first aid personnel within the School/Service and that this information is available to all personnel in the School/Service. The list should have contact numbers by which the first aid personnel within or convenient to that School/Service can be contacted.
- 8 to ensure safe storage and use of equipment, furnishings, consumables and other material, including stationery, files and papers so as not to cause a safety hazard within the School/Service, to monitor this aspect of safety provision within the School/Service, ensuring that hazards are not being caused by inappropriate



storage of materials or inadequate floor coverings, and to ensure the use and maintenance of proper equipment for handling equipment and materials.

- 9 to draw up and maintain where necessary or appropriate regulations with regard to safe working procedures in addition to those contained in the *Health & Safety Policy & Procedures* document, approved by the Person(s) Responsible, which will include measures for dealing with disabled people, security, maintenance and other staff (including cleaners) who perform duties within the School/Service, although not a member thereof, subject to approval thereof by the University Health & Safety Officer
- 10 to ensure that regulations made above are included in School/Service Safety Health & Safety Manual, and that all staff and, where appropriate, students of the School/Service are aware of these regulations.

### C3 Persons Responsible

#### C3.1 Court

The University Court carries ultimate responsibility for the health and safety of employees, students and other individuals while they are on the institution's premises and in other places where they may be affected by its operations.

#### C3.2 University Principal

The Principal has overall responsibility for health and safety matters within the University. He has delegated the day-to-day responsibility for health and safety issues to the Vice Principal University Services

#### C3.3 Vice Principal University Services

The Vice Principal University Services has responsibility for maintaining health and safety provision within the University, under delegation from the Principal. S/He also holds responsibility for the implementation of policy and is also designated as the person responsible for areas within the University not specifically within the responsibility of the "Persons Responsible".

#### C3.4 University Health & Safety Officer

- 1 The University Health & Safety Officer is responsible to the Vice Principal University Services for ensuring that University practices conform to the requirements of all relevant legislation and providing/arranging for specialist advice to ensure that a safe and healthy working environment is provided for all users of the University.
- 2 The University Health and Safety Officer will assume the responsibility for carrying out the responsibilities and duties of the fire safety officer.
- 3 Specific responsibilities of the University Health & Safety Officer include:
  - promoting a health and safety culture throughout the University which ensures the implementation of the University's safety policies, and in

consultation with the Vice Principal University Services , setting and monitoring targets and reviewing the policies

- acting as an advisor to the University on matters of health and safety, and formulating such proposals, codes of practice, policies, procedures and guidance as required for compliance with current and new legislation
- attending the University's Health & Safety Sub - Committee and related School/Service committees, working groups and meetings as required
- organising internal/external staff training courses for selected members of staff and, where appropriate, conducting internal training
- investigating accidents/dangerous occurrences and recommending measures to be adopted in the light of such incidents
- maintaining adequate first-aid provision in the University, including ensuring that there are sufficient staff trained in the delivery of first aid
- monitoring the effectiveness of emergency procedures for the evacuation of premises in emergencies and ensuring that the University meets its requirements in relation to fire safety legislation
- liaising with all relevant parties on health and safety issues relating to internal staff such as the Head of Estates & Campus Services and external bodies
- developing, maintaining and monitoring health and safety performance indicators
- undertaking any other relevant duties as directed by the Vice Principal University Services

#### C3.4 Director of Operations

1 The Director of Operations has responsibility for a range of Health & Safety matters. The Director of Operations is a member of the University Senior Management Group and reports to the group on Health & Safety matters in conjunction with the University Health & Safety Officer

1 Specific duties of the post as they relate to the University's *Health & Safety Policy & Procedures* are to:

- have responsibility for the effective and economic management, development and maintenance of the University's estate and buildings and for compliance with all relevant statutory requirements
- ensure administration and compliance with the University's permit to work system
- provide specialist advice on all aspects of the estate, including efficient use of space, taking into account health and safety and other legislative requirements
- act as necessary as the University's Fire and/or Health & Safety Officer in the absence of persons holding these posts in connection with such responsibilities and take such action as is required

- carry out such other duties as are required and as may be assigned from time to time by the University Vice Principal University Services .

### C3.5 Heads of School/Service/Departments/Principal Investigators/

- 1 While all members of staff have responsibilities for their safety and the safety of others, Court requires each Head of School, Service, Department or Principal Investigator (referred to as the Person Responsible) to take responsibility for safety in his/her area of the University and, in the case of Schools, on location outside the University during fieldwork. This responsibility includes all staff, students and other persons having access to the University and being within the area of responsibility. Such areas of responsibility are identified, and described prescriptively, in Appendix 1. The Person Responsible may delegate operational safety functions to competent members of senior staff at his or her discretion after consultation with the University Health & Safety Officer. Such delegated duties must be specified in writing and/or in job descriptions, and must be clearly recorded and the delegation intimated to the University Vice Principal University Services . A pictogram identifying local staff with delegated safety responsibilities should be produced and reviewed annually.
- 2 Where the Person Responsible has delegated to specific individuals accountabilities for the key aspects of the implementation, development and management of appropriate risk control systems, s/he will ensure that roles are defined such that staff in these roles are aware of their role and that those with this delegated accountability for health and safety have the necessary authority to co-ordinate and monitor the implementation of safety policy.
- 3 The arrangements for the health and safety of employees and others using accommodation, such as laboratories, offices, teaching rooms, staff rooms, study rooms and storage facilities associated with a particular School/Service/Department shall be the responsibility of the Person Responsible. Likewise the safe means of access and egress within such accommodation shall be the responsibility of that Person.
- 4 All core IT laboratories will be the responsibility of Information Services, but specialist computing laboratories will remain the responsibility of the School in which they are located, unless a written agreement as to the responsibility of Information Services has been entered into. A list of laboratories and the Person(s) Responsible will be completed, updated on a regular basis, and agreed by the University Health & Safety Officer. This list will be maintained by the University Health & Safety Officer. All specialised accommodation (such as laboratories) shall remain the responsibility of the relevant Person Responsible.
- 5 The University vice Principal University Services will be the Person Responsible for all areas within the University estate not otherwise specifically allocated or attributed to a Head of School/Service.
- 6 The Person(s) Responsible shall take whatever measures are reasonably practicable to discharge his/her responsibilities in the context of the *Health & Safety Policy & Procedures*, and shall report any safety hazard or incident of which s/he becomes aware and which they judge to be outside their own area of responsibility to the person he/she considers to be responsible, or to the Health & Safety Officer or the University Vice Principal University Services as appropriate. A record must be kept of such reports by the Person(s) Responsible.

- 7 Any shared accommodation or areas occupied or controlled by one or more School/Service shall be the responsibility of the Head of School/Service deemed by the University vice Principal University Services to be the principal user or occupier thereof. The Head concerned shall have responsibilities in relation to said shared accommodation or areas as if s/he were the Person Responsible in relation to an area for which s/he is solely responsible. Any liaison necessary must take place between the Persons Responsible who shall seek advice as necessary from the University vice Principal University Services
  
- 8 Where there is doubt as to who the Person Responsible for a given geographical area of the University is, or for the conduct of a functional area of the University because of a perceived overlap or omission, the Person(s) Responsible for such areas will be designated by the University vice Principal University Services.

---

**D****UNIVERSITY HEALTH & SAFETY ARRANGEMENTS**

---

**D1 Control of Contractors**

- 1 Persons Responsible are responsible for ensuring their members of staff contact Estates & Campus Services before any work is carried out which will have an impact upon the fabric of any of the University properties.
- 2 Any potential contractor that may be used to carry out work within the University must first complete the appropriate health and safety questionnaire, and be approved by the Health & Safety Officer before being added to the approved contractor list. As part of this assessment the contractor will be asked to provide appropriate information can include them submitting:
  - A copy of their health and safety policy
  - Persons responsible for health and safety within the organisation
  - Details of Health and Safety performance
  - Pertinent method statements and risk assessments
  - Evidence of Training
  - Evidence of Insurance
- 3 Before arrival it is the duty of the Designated Person Responsible to have in place procedures to ascertain any special arrangements required by contractors before their arrival. This may include bringing vehicles, machinery or substances on site or making special arrangements to deal with personal needs
- 4 Before any contractor begins work they must sign-in with security. Any permit that may be required can only be issued by the Estates Manager. Examples of work requiring a permit-to-work include:
  - Hot work
  - Confined spaces
  - Electricity
  - Work at height
  - Plant maintenance
  - Work that disturbs the fabric of the building

Contractors whose work does not come into any of the above categories will be issued with the contractors general work permit which contains information on the university's emergency procedures.

- 5 The contractor will be notified of any significant hazards and risks ongoing within the area they are to carry out work. The Asbestos Register will be checked before work is undertaken.
- 6 If asbestos is suspected by the contractor while carrying out his/her works, the work must cease immediately and Estates & Campus Services will arrange for the area to be investigated.
- 7 Periodic monitoring of the work in progress must be carried out to ensure no unsafe practices are undertaken. If this is discovered work must be stopped immediately

and a report sent to the Health & Safety Officer. Work must not be allowed to continue until the work area is deemed safe.

- 8 Estates & Campus Services will ensure that all documents are retained for record purposes.
- 9 The Health & Safety Officer will make random inspection tours of ongoing contractor works. Any unsafe acts witnessed by the Health & Safety Officer will result in the job being suspended and a report will be submitted to the Vice Principal/Deputy Vice-Chancellor

**Note: Estates & Campus Services must approve, control and manage all work involving the building fabric and services of the University**

D1.1 Control of Equipment Service and Maintenance contractors

1. Equipment Service & Maintenance contractors must sign in at reception at which time they will be issued via Estates & Campus Services with the contractors' general permit to work guide and university emergency procedures.
2. Persons Responsible are responsible for ensuring local permit arrangements are in place before any work is carried out on any specialist equipment which comes under their control.

**Note: Estates & Campus Services must approve, control and manage all work involving the building fabric and services of the University**

D2 Asbestos

D2.1 General

- 1 Many of our older buildings were built in the period when Asbestos Containing Materials (ACM's) were used in construction in various types of boarding and for insulation and soundproofing. Typical locations for ACM's are the spaces above false ceilings, in cable runs and risers between floors, around pipes and boilers, as a covering for steel supports, and even in fire doors and behind panel walls.
- 2 Asbestos is generally safe until it is disturbed. Disturbance releases asbestos fibres into the air that can penetrate the lungs, and the greater the area disturbed the greater release of fibres.
- 3 The University will manage asbestos effectively by removing it where it is in poor condition, in a particular loose form, or where we intend to carry out work that would disturb it. Where the asbestos is well encapsulated or in a 'hard' form like asbestos cement tiles or corrugated roofing material, very few fibres are released. In this case following a risk assessment if it is safer to 'seal' the asbestos in paint or plastic to make sure no fibres escape. This work will be carried out
- 4 The University is fully committed to preventing anyone coming into contact with the material unless they are fully trained and observe appropriate safety precautions.
- 5 A survey, organised by Estates & Campus Services, has been carried out on

University property to identify where asbestos is present, its type, condition and the risks it presents. Checking the University's Asbestos Register ensures that any work carried out within the University of Abertay Dundee is only done once the Register has been checked against the area in which the work is to be carried out.

- 6 To make sure that we control any potential exposure risks, Estates & Campus Services must approve all works that involves the fabric of the building or has the potential to disturb ACM's.
- 7 Only licensed contractors, approved by the Health & Safety Executive, will be contracted to remove or make safe asbestos.

## D2.2 Duties and Responsibilities

### 1 **Director of Operations**

The Head of Estates & Campus Services is responsible for making sure the Asbestos Register is kept up to date. If there is an uncontrolled asbestos risk, the Head of Estates & Campus Services will instigate a planned programme of work to remove the asbestos or repair any damage that has made it dangerous. He /she will also ensure that only licensed and approved contractors are used.

The Head of Estates & Campus Services will ensure that any work within the University property is checked against the Register to establish the potential for exposure. The Head of Estates & Campus Services will liaise with the Health & Safety Officer about managing the asbestos risk.

#### Estates Manager

The Estates Manager will be responsible for ensuring that the asbestos register is checked prior to any property related work to being carried out by University staff

### 2 **Heads of School/Service/Departments/Departments**

Heads of Schools/Services/Departments have delegated responsibility for ensuring local procedures are in place to ensure that property-related work is not carried out until contact has been made with Estates, the asbestos register has been checked and a permit to work has been issued.

### 3 **Staff and Students**

All staff and students must co-operate with the University in applying any measures introduced to reduce or eliminate the risk from asbestos. If a student or member of staff believes they have come across asbestos, they should immediately contact Estates & Campus Services, and they can also contact the Health & Safety Officer.

## D3 Biological

- 1 A bio-hazard exists where there is a danger of disease, injury or infection, contamination or pollution from living organisms, e.g. those encountered during biological research or similar work.
- 2 The University Court has designated a Biological Safety Officer to deal with issues relating to biological safety and biological hazards.

- 3 All proposed work where bio-hazards may be encountered must first be COSHH assessed to identify the level of hazard and then risk assessed to ensure effective control measures are in place. The risk assessment should be brought to the attention of the Biological Safety Officer before being undertaken. The Biological Safety Officer is responsible for advising on safe methods of working in all aspects of work involving bio-hazardous material.
- 4 The standard symbol for bio-hazards must be placed on laboratory doors or at entrances to areas where biological hazards are present and indicate that access to such laboratories and areas is restricted to (a) persons who, as part of their normal duties, are required to enter and (b) persons authorised by a competent person to enter. Such laboratories or areas will be subject to periodic inspection.
- 5 The handling of apparatus for maintaining, propagating and disposing of cultures of bio-hazardous organisms and the acquisition and use of such organisms is prohibited to all staff and students except those who are required to undertake work with bio-hazardous organisms as part of their normal duties.
- 6 The general supervision of bio-hazardous work within a School will be carried out by an appropriate qualified person designated as Bio-hazards Supervisor by the Head of School.
- 7 In the event of an incident involving abnormal exposure to a bio-hazard, including exposure of apparatus and accommodation, resulting from the maintenance, manipulation or disposal of bio-hazardous materials, the circumstances shall be reported to the School Bio-hazards Supervisor, the Person Responsible and the Biological Safety Officer without delay. The affected area shall be closed immediately to all except those carrying out emergency functions until an assessment has been undertaken of the situation. A decision to re-open the area will be taken by the Vice-Principal/Deputy Vice-Chancellor after consultation with the Biological Safety Officer.
- 8 If an incident involving bio-hazardous substances is associated with physical injury or with inhalation of the material, the treatment of the injury or inhalation will take precedence over decontamination and the investigation of exposure to the bio-hazard.
- 9 If it is necessary to convey an injured person who has been affected by a bio-hazard to another place for treatment of injuries, notification of the bio-hazard must be given to the receiving service. Written information regarding the nature of the bio-hazard must be given, and if possible a person conversant with bio-hazards should accompany the injured person to hospital.

#### D3.1 Duties and Responsibilities of the Biological Safety Officer

The duties and responsibilities of the Biological Safety Officer include:

- providing access to professional advice on matters of biological health and safety
- following a programme of continuing professional development so that the standard of professional expertise is maintained
- liaising with other safety co-ordinators and safety staff as appropriate and with the University Health & Safety Committee in respect of the implementation of the University *Health & Safety Policy & Procedures* as



- they relate to biological health and safety
- co-operating with specialists inside and out with the University on biological health and safety matters
- advising where appropriate officers in charge of the design and construction of new buildings and the modification of existing buildings on matters affecting biological health and safety
- advising on –
  1. waste disposal
  2. the design of biological work areas
  3. the preparation of schemes of work and local rules
  4. COSHH assessments
  5. the management of any dangerous bacteria, viruses or disease risks
  6. the acquisition of any required licences or authorisations
  7. the establishment/authorisation of a Health & Safety Committee for Genetic Modification if required
  8. the maintenance of, in consultation with a medical advisor, a list of workers under the *Genetically Modified Organisms (Contained Use) Regulations 2014* and any other relevant statutory provisions
- co-ordinating the provision of central biological health and safety training
- keeping staff conscious of the problems of biological health and safety and their responsibilities for the health and safety of those who work or study under or with them
- undertaking or assisting with periodic inspections of University premises where a biological health and safety input is required
- auditing and monitoring School biological health and safety arrangements
- investigating, in conjunction with the University Health & Safety Officer, any microbiological emergency or accident, instigating remedial action, compiling accident data and co-operating where necessary with the University's insurers
- liaising with the various relevant inspectorates and co-ordinating their visits and inspections
- representing where required the interests of the University at meetings of bodies whose activities may influence health and safety at the University
- such other health and safety duties as may be assigned by the University from time to time

### D3.2 Genetically Modified Organisms

- 1 Statutory control of genetic manipulation must be exercised in accordance with the *Genetically Modified Organisms (Contained Use) Regulations 2014*. The regulations apply to any organisms (except humans and their embryos) which have been modified by one of the artificial techniques listed in the regulations. The University's Research Ethics Sub-Committee operates in accordance with these regulations.
- 2 The Head of the relevant School as the Person Responsible must formally approve any GMO work to be undertaken within that School.
- 3 Risk Assessment - Persons intending to carry out activities involving genetically modified organisms (GMOs) must assess the risks to people and the environment. The risk assessment must be recorded and the records kept for at least 10 years after the activities cease; and should be amended if there are changes to the activities or if for any other reason it may have become invalid.
- 4 The Health & Safety Executive must be notified:

- in advance if it is intended to use premises for the first time for activities involving GMOs (Regulation 9)
  - in advance if it is intended to undertake any activity involving genetic modification (Regulations 10, 11 & 12)
  - immediately if there is an accidental release of a significant number of GMOs which may be hazardous
- 5 Schedules 5 and 6 to the *2002 Regulations* specify the information that must be provided to the HSE in relation to regulations 9 and 10.
- 6 GMO Safety Committee - Where GMO work is to be undertaken and a risk assessment is carried out in compliance with the regulations, a GMO Safety Committee will be established within the relevant School to give advice on relevant issues (Regulation 16).
- 7 *Standards of Safety - The regulations lay down certain standards of safety which must be followed, such as the testing and maintenance of equipment, staff training and safety rules. In the case of certain more hazardous GMOs containment measures must be of a type approved by the HSE.*

#### D4 Control of Substances Hazardous to Health

- 1 A 'substance hazardous to health' is defined in regulation 2 of the *Control of Substances Hazardous to Health Regulations (amendment regulations) 2004* (COSHH) and covers virtually all substances, including preparations, capable of causing adverse health effects or diseases arising from work activities. A substance may be natural or artificial, and may be in solid, liquid, gaseous or vapour form. Micro-organisms are also included.
- 2 Five categories are identified as follows:
- substances in the very toxic, toxic, harmful, corrosive or irritant categories as identified in part 1 of the Approved Supply List within the meaning of the *Chemicals (Hazard Information and Packaging for Supply) Regulations 2009*
  - substances with a maximum exposure limit specified in schedule 1 of the COSHH regulations or substances for which the Health & Safety Commission have approved an occupational exposure standard (EH40)
  - biological agents (e.g. micro-organisms) and all cultures or human end parasites (including genetically modified micro-organisms) capable of causing any infection, allergy, toxicity or other human health hazard
  - any dust at a substantial concentration in air
  - any substance not included in (i) – (iv) above which creates a health hazard which is comparable

A substance hazardous to health covers substances of any form (solid, liquid, gas, fume or vapour) and any type (including micro-organisms and allergens) used or generated out of or in connection with any work activity under the employer's control (e.g. research, student studies, general laboratory work, cleaning maintenance etc.) that may present a hazard to health through being absorbed, injected, inhaled or ingested. Single chemical compounds and preparations are included and there is no cut off point with regard to quantity.

- 3 The University is required under the COSHH regulations to ensure that, prior to work being undertaken involving substances hazardous to health, a suitable and

sufficient assessment of the hazards involved and the measures taken to control them is carried out. Persons concerned should consult with the Hazardous Substances Advisor or the University Health & Safety Officer prior to the commencement of such work.

- 4 To assist and advise on matters relevant to the implementation of COSHH, the University Court has designated, from amongst competent members of staff, a Hazardous Substances Advisor and a Biological Safety Officer.
- 5 The Person Responsible must authorise the use of a hazardous substance, having received a description of the nature of the substance and the purpose for which it is to be used.
- 6 Each School Person Responsible, in consultation with the Hazardous Substances Advisor, must ensure that the School is in compliance with its responsibilities and the COSHH regulations. The Person Responsible has ultimate responsibility for hazardous substances within that School.
- 7 An assessment must be made of the health and safety risks created by working with hazardous substances.
- 8 The Person Responsible must ensure that the exposure of persons to hazardous substances is prevented or, if this is not practicable, controlled.
- 9 So far as reasonably practicable, the prevention and control of exposure to hazardous substances must be secured by means other than by use of personal protective equipment. Any control measure must be in efficient working order and/or repair and must be appropriately maintained. Control measures will be inspected, examined and tested at specified regular intervals by a competent person and the results of the inspection, examination and test will be recorded.
- 10 Reasonable steps must be taken to ensure that a control measure or other facility is properly used or applied, including the use of protective equipment.
- 11 Exposure of a person to a hazardous substance must be monitored in accordance with a suitable procedure, and in consultation with the Hazardous Substances Advisor/University Health & Safety Officer.
- 12 Where it is appropriate for the protection of the health of employees who are, or are liable to be, exposed to a hazardous substance, the Person Responsible shall ensure that such employees are under suitable health surveillance.
- 13 Health surveillance shall be treated as appropriate where –
  - the employee is exposed to one of the substances specified in column 1 of Schedule 6 of the COSHH regulations and is engaged in a process specified in column 2 of that Schedule, unless that exposure is not significant; or
  - the exposure of the employee to a substance hazardous to health is such that an identifiable disease or adverse health affect may be related to the exposure, and there is a likelihood that the disease or effect may occur under the particular conditions of the employee's work and there are valid techniques for detecting indications of the disease or the effect.
- 14 A health record, containing particulars approved by the Health & Safety Executive, in respect of each employee to whom the health surveillance requirement

applies, shall be made and maintained and that record or a copy thereof shall be kept in a suitable forum for at least 40 years from the date of the last entry.

- 15 Any person (including employees, students and visitors) likely to be exposed to hazardous substances must be provided with sufficient information, training and instruction about the substance and the hazards to allow adequate knowledge of the risks to health created and the precautions to be taken.
  - 16 All Schools using hazardous substances must monitor their usage and must record all usage in terms of the COSHH regulations, in consultation with the Hazardous Substances Advisor and/or the University Health & Safety Officer.
  - 17 Substances hazardous to health which have been allocated an occupational exposure limit are listed in HSE publication EH40 (revised annually), available from the University Health & Safety Officer.
- D5 Safety in Corridors, Stairways, Teaching Rooms etc.

#### D5.1 General

- 1 All persons are responsible for safety in corridors, stairways, teaching rooms, laboratories and other parts of University buildings (including residences and curtilages of buildings) and in particular students must be made aware by their Schools that horseplay of any kind, including running, pushing or misuse of premises or facilities will not be tolerated and is forbidden.
- 2 Crowding in any corridor or on stairways is unsafe. All persons must try to minimise at all times the necessity to crowd around entrances to teaching rooms, lecture theatres, laboratories or other rooms. Sitting in corridors or on stairs is forbidden.

#### D5.2 Obstructions

To safeguard the safety of employees and others in case of fire, routes to all exits and the exits themselves must be kept free and unobstructed.

#### D5.3 Food and Drink

Food and drink must not be consumed in or carried, unless in sealed containers, through any part of the buildings except in places reserved for the consumption of food and drink. Consumption of food and drink is in particular forbidden in laboratories and workshops. Alcohol is forbidden (other than in areas identified for its consumption) as are drugs, and neither staff nor students should while in the University be under the influence of alcohol or drugs or be unable to carry out their duties at work as a result of taking alcohol or drugs, this being in case of doubt or dispute a matter for a Person Responsible or the Vice Principal University Services to determine.

#### D6 Disposal of Waste

##### D6.1 General

- 1 These activities are subject to statutory controls and requirements under *the Control of Pollution (Special Waste) Regulations 1996*, the *Clean Air Act 1993*, the *Health and Safety at Work etc. Act 1974*, the *Environmental Protection Act 1990*, and amending legislation.

- 2 The Person Responsible will ensure that the School/Service has in place arrangements (which are recorded) which provide for the safe storage and disposal of hazardous waste in accordance with the statutory provisions; in particular, flammable solvents and oil waste must not be disposed of through any drain, but collected and stored in an approved manner for ultimate disposal by the local authority.
- 3 The level of storage of such materials must be kept as low as is practicable prior to disposal, and materials must be disposed of as soon as practicable.
- 4 Due regard must be given to the nature of the container in which the waste is being stored, bearing in mind the nature and properties of the waste.
- 5 Containers of waste must be clearly labelled as to their contents and the nature of the associated hazard.
- 6 Where respiratory protection and/or other safety equipment or procedures are necessary for the handling of such waste, these shall be implemented and referred to in the recorded School/Service procedures.

#### D6.2 Removal of Waste and Rubbish

- 1 Under the *Environmental Protection Act 1990*, it is an offence to transport rubbish or waste in the course of any business unless the business is registered for the carriage of waste.
- 2 Persons Responsible must ensure that the carrier used is a registered carrier approved by the University.
- 3 The Person Responsible must request to make arrangements for disposal through the University's current registered carrier.
- 4 A written description of the waste must be provided by the Person Responsible for use by the registered carrier transporting the waste.
- 5 Under the provisions of the *Environmental Protection Act 1990*, Persons Responsible have a duty of care to prevent the escape of waste.
- 6 Persons responsible must take all reasonable measures, in consultation with the University Health & Safety Officer, to ensure that the requirements of the *Environmental Protection Act 1990* are complied with.

#### D7 Display Screen Equipment

##### D7.1 General

- 1 The *Health and Safety (Display Screen Equipment) Regulations 1992* which prescribe minimum safety and health requirements for work with display screen equipment. Display Screen Equipment (DSE) is used extensively throughout the University and in all instances where a person using this equipment qualifies as a 'user' (as defined in regulation 1), the regulations and the guidance to the regulations will be fully implemented by the University.
- 2 The DSE Regulations will not be applied in isolation but to satisfy the requirement placed upon the University by *the Management of Health and Safety at Work*

*Regulations as amended 2006* to assess the risks of all work activities: when this work activity involves DSE, the risk assessment will be carried out in accordance with the requirements of the DSE Regulations. Although these Regulations cover the risks specific to DSE the *Provision and Use of Work Equipment Regulations 1998* require all aspects of the installation to be assessed. Furthermore the *Workplace (Health Safety and Welfare) Regulations 1992* require the whole environment (workplace) to be considered.

## D7.2 Application

- 1 The University has a legal obligation to its employees and the employees of an employer or contractor. This includes persons who are on a fixed term contract or part-time workers who spend a substantial part of their work time on DSE related tasks.
- 2 Employees who use DSE do not necessarily qualify as 'users' as defined in the regulations, and whilst the interpretation in the regulations specifies that 'user means an employee who habitually uses display screen equipment as a significant part of his normal work', the word 'habitually' is clearly the defining term although the guidance (note 12) to the regulations refers to 'definite display users', 'possible display screen users', and 'definitely not display screen users'. There is some ambiguity associated with the second category, and any decision on determining the status of an employee under the regulations will be made by the Head of School/Service, after consultation with the University Health & Safety Officer who will advise on the criteria which influence a decision on the question of 'user' status.
- 3 The term 'user' does not apply to postgraduate or undergraduate students and the DSE Regulations in consequence do not apply. The absence of legal requirement however has not deterred the University from developing a policy which promotes an aim where the student population enjoys the same consideration and facilities at their workstations as recognised 'users' are currently accustomed to. Courses should be designed so that the workload would never bring the student into the category of 'user' were he/she an employee.
- 4 Portable systems not in prolonged use are exempt. No guidance is given on the meaning of 'prolonged use'. The University Health & Safety Officer will advise on a situation where a portable system is used extensively and the employee feels he/she may qualify as a 'user'.

## D7.3 Assessment

- 1 There is a legal requirement placed upon the University as an employer to perform a suitable and sufficient analysis of those workstations which:
  - are used for the purposes of the employer's undertaking by those designated as users
  - have been provided by the employer and are used for the purposes of the employer's undertaking by operators,for the purposes of assessing the health and safety risks to which those persons are exposed in consequence of that use.
- 2 To identify those employees who may or may not be classified as 'users', the assessor will have to examine the work activity. The more obvious categories

of operatives who would be classified as 'users' are those whose work involves intense uninterrupted periods of inputting data or viewing data on screen, e.g. data input operators in a computing centre, secretaries, copy typists, accounts clerks, library book classifiers, 'and those whose occupations demand similar DSE activity'. A final decision will be influenced by what proportion of each operative's time is spent using the DSE and whether there are any prolonged and/or intensive periods of use.

3 Categories of staff most likely to need consideration are:

- Secretarial/Clerical: a large proportion are likely to qualify as 'users'
- Academic/Administration: the most difficult group to assess, as usage may vary in intensity
- Research Staff: a proportion in some subjects where research involves a great deal of computing, data processing, spreadsheet application etc
- Other Staff: there may be some employees in various groups who qualify as users, such as technicians, library and computer personnel etc. Arrangements for identifying 'users' must not overlook these less obvious occupations

#### D7.4 Effect of Regulations

- 1 Where DSE is used and it is established that the regulations apply in a particular case of use, there is a requirement for the workstation to meet certain standards. Likewise, there is an obligation on the employer to satisfy certain specific requests from 'users', e.g. a request for an eyesight test, a request for a foot rest etc.
- 2 Minimum standards for 'user' workstations are given in detail in the schedule to the DSE regulations, and guidance on workstation minimum requirements is contained in annex A to the regulations.

***Note: Compliance with BS EN 29241 will normally be sufficient to demonstrate compliance with the schedule.***

- 3 Users will be provided with information on all aspects of health and safety relating to their workstations. This includes the measures taken by the University to comply with their legal obligations, namely:
  - providing information on the system for providing eye and eyesight tests; a voucher system administered by safety services.
  - providing adequate training on a safe and healthy manner of using the workstation
  - retraining or extending training when there is a substantial modification to the workstation or work system (Note: the training will include information on how to recognise WRULDS (Work-Related Upper Limb Disorders) and the method of reporting such symptoms or other problems)
  - demonstrating correct method of adjusting the workstation
  - providing adequate training in the use of software
- 4 Where there is intensive use of DSE equipment in terms of the regulations, the Person Responsible should nominate one or more persons as an assessor for that School/Service. A display screen workstation checklist is also available to enable staff to complete a self assessment. An assessment can also be obtained from

Safety Services who will offer positive assistance to complete an assessment in any circumstances where uncertainty or ambiguity arises in the assessment process. Individual users may also approach Safety Services where they are dissatisfied with the conditions applying to their workstation to assist in achieving compliance with the regulations.

#### D7.5 Further Information

- 1 Employees of an employer who is not the University must be treated as though they were employees of the University whilst working for the University. However, in these circumstances such employees own employer will (a) be responsible for the provision of an eye and eyesight test and any corrective devices provided as a result of the test, and (b) be responsible for generalised training.
- 2 Replacement of equipment solely to meet a requirement in the schedule will not be necessary, where it can be clearly demonstrated that there is no benefit to be gained. Some workers may require specially adapted furniture or equipment, e.g. those with disabilities. It is always the individual requirement that must take priority.

#### D8 Electricity

- 1 The *Electricity at Work Regulations 1989* apply to all electrical equipment used at work where the equipment may give rise to the hazard of electric shock, burn, fire or explosion. The distribution of electricity within the University, up to and including the outlet sockets, is the responsibility of Estates & Campus Services. Unauthorised personnel must not interfere in any way with the circuits for which Estates & Campus Services is responsible.
- 2 Responsibility for computer sockets lies with Information Services, and appropriate trained personnel from Information Services may carry out as his/her normal duties the installation or removal of computer facilities, subject to consultation with the Estates Manager as necessary.
- 3 The Person Responsible in each School/Service must ensure that the *Electricity at Work Regulations 1989* are complied with insofar as they relate to matters which are within the control of the School/Service.
- 4 In each School/Service the Person Responsible must, in consultation with the Estates Manager if necessary, draw up and implement appropriate systems in accordance with University practice with regard to electricity. These systems must include:
  - the regular testing and maintenance of all items of electrical equipment by a competent person. The frequency at which testing and maintenance should be carried out is a matter for the Person Responsible, who can draw on experience of the School/Service in this regard; however, once the frequency of testing has been decided upon, the timescale must be recorded in the system
  - the keeping of records of testing and maintenance throughout the life of each item of electrical equipment
  - the reporting of electrical hazards via the Estates Helpdesk, or the University Vice Principal University Services as appropriate, in those cases beyond the area of responsibility of, or considered appropriate by, the Person



- Responsible
- withdrawing from use any equipment which has a potentially hazardous fault

## D9 Fire Safety

- 1 To ensure that the court complies with the statutory requirements placed upon it under the *Fire Safety Scotland Act 2005*, the *Fire Safety Scotland Regulations 2006* and other relevant legislation, persons responsible are required to safeguard the safety of employees in case of fire by:
  - Conducting a risk assessment of local activities that could constitute a fire risk and putting in place suitable controls
  - taking suitable measures for fire fighting in the workplace, these being adapted to the nature of the activities carried on there and the size of the workplace concerned and taking into account, that persons other than employees may be present
  - nominate employees to implement those measures and ensure that the number of such employees, their training and the equipment available to them are adequate, taking into account the size of, and the specific hazards involved in, the workplace concerned
  - arrange through the Fire Safety Officer and/or the university Health and Safety Officer, any necessary contacts with external emergency services, particularly as regards rescue work and fire fighting
- 2 The University Court readily acknowledges that the potential of fire and its effects represents a major safety hazard within the University. The main objective of safety regulations is to minimise this hazard and ensure that, in the event of fire, damage to property and facilities may be greatly reduced but, more importantly, that the health and safety of persons within or about the affected premises is not compromised. To achieve this aim the following factors must be given due attention by all persons to whom they are relevant.
- 3 Good housekeeping is essential to minimising the risk of fire and the speed at which it will spread. Persons Responsible are required to ensure that:
  - those parts of the premises for which they are responsible in terms of health and safety are maintained in a condition which is tidy and free from any clutter which would constitute a fire risk
  - the layout of furniture, equipment and materials within rooms is such that it is unlikely to promote the development of fire or impede the movement of persons evacuating the premises in the event of fire
- 4 Smoking is prohibited within University buildings and car parks, University residences and in specifically-designated areas outside University buildings.
- 5 All corridors and passageways providing a means of escape in case of fire, or forming part of an escape route, must be kept free from obstruction.
- 6 Any facility or fixture provided to protect the integrity of the escape route shall be suitably maintained and not subjected to interference.
- 7 Whilst persons are within a building, fire exit doors shall not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency.

- 8 Heating appliances must not be covered and a free circulation of air should be maintained around them.
- 9 Any appliance which radiates heat should be set well away from combustible materials, furniture or wall fittings and must be switched off and unplugged whenever the room is likely to be empty, and especially at the end of the working day.
- 10 Flammable liquids must only be kept in containers and storage areas specially designed for their storage.

#### D9.1 Provision of Fire Safety Equipment

In order to safeguard the safety of employees and others in the case of fire, Court will ensure that:

- all premises shall, to the extent that it is appropriate, be equipped with suitable fire fighting equipment and with fire detectors and alarms
- any non-automatic fire fighting equipment so provided shall be easily accessible, simple to use and indicated by signs

Any equipment or devices provided in accordance with the above shall be subject to a suitable system of maintenance and shall be maintained in an efficient state, in efficient working order and in good repair.

#### D9.2 Procedure in Case of Fire

In the event of a fire, the following procedure should be followed:

- Activate the Fire Alarm
- Ring 2222 and notify the University security of the fire and the location and/or ring 9999 from a phone with an outside line and ask for the Fire Brigade
- Suitably trained personnel may try to deal with the fire only if safe to do so
- Close all doors near the site of the fire
- Evacuate the building, and report to the appropriate assembly point
- Report any missing persons to the Person Responsible

***Please note that lifts must not be used during an evacuation***

#### D10 Evacuation Procedures

When the alarm sounds, all persons in the University must evacuate the buildings by the nearest available exit and report to the assembly points. Members of staff and students must familiarise themselves with their particular assembly points. Staff are responsible for ensuring the safe evacuation of visitors and other non-members of staff.

Assembly points are situated as follows:

Kydd Building, Old College, Graham Building and Baxter Building	Euclid Crescent West & East sections, Forecourt of the Library
Library	University Car Park side of Constitution Road
West Bell Street Buildings	Forecourt of Library
Residences	See Local Instructions

Fire marshals should ensure, as safe as is practical, that the area in which they are working has been evacuated and that there is a continuous movement of persons along and down the exit routes from the buildings to the assembly points.

All persons shall in the event of an emergency evacuate the buildings in a quick but orderly manner by the nearest unaffected escape route. They should observe any instructions given by Persons Responsible or other authorised University officers.

Students must co-operate in the evacuation of the buildings and follow instructions given by members of staff in relation to their direction of travel or progress during the evacuation of the University and arrival at specified assembly points.

#### D10.1 Evacuation of Disabled Persons

Disabled persons may require assistance during emergency evacuation. Arrangements are in place to create Personal Emergency Evacuation Plans (PEEP's) to assist those who are blind/partially-sighted, have a mobility disability or are deaf/hard-of-hearing.

Heads of School/Service/Departments/ must ensure where practicable that they are aware of disabled staff and students in the area(s) for which they are responsible. They should also ensure that staff are aware of the appropriate actions as contained in a PEEP and of the assistance necessary during evacuation procedures. Human Resources or the Adviser for Students with Disabilities should be informed where necessary.

Disabled persons who require assistance during emergencies and evacuations should inform the Person Responsible for the area(s) in which they work so that advice can be sought and action taken.

Fire Marshals sweep the building to ensure it has been evacuated and will report to the location of any person(s) requiring assistance to the chief fire marshal. If required trained evacuation chair operators will, extract person(s) from the building.

#### D11 First Aid

##### D11.1 General

- 1 University procedures for first aid are given in full below and include the procedure to be followed in obtaining medical help, during working hours. The Medical Services and First Aid room is located on Level 1 of the Kydd Building (Across from security entrance). A Rest Room is provided on Level 1 of the Library, adjoining the Security Room.
- 2 To cater for the needs of persons in the University who may take ill or be injured members of security staff have been and will continue to be trained in first aid. In

order to ensure so far as is practicable that there are adequate trained personnel available within each School/Service; the Person Responsible should ensure regular assessment of the local requirements. The assessment should be based on the current activities within that school or service. A list of currently certificated first aiders is held with the Health & Safety Officer and notices for local first aiders are posted throughout the University.

- 3 First aid services and equipment at School/Service level will be maintained and replenished by a person nominated by the local School/Service Health & Safety Committee and subjected to routine inspection by that person on behalf of the Committee. Persons Responsible are responsible for the maintenance of first aid boxes within their area(s) of responsibility.

#### D11.2 Procedure In Case of Injury

- 1 If someone has suffered an injury or illness, make sure that the person suffers no further harm from the cause. In the case of an injury, before you assist the person; check that area is safe, for example electrical equipment, exposed blades or toxic materials, will not cause injury to you.
- 2 Contact the nearest trained first aider e.g. security staff.
- 3 If hospital treatment is necessary (as it normally will be in the case of a major injury), call an ambulance by dialling 2222 on the University exchange and asking the security officer to call an ambulance, or by dialling 9999 on a telephone with an outside line facility
- 4 Advise a member of security staff on duty that an ambulance has been called, and give the location of the casualty.
- 5 Request support via a member of security staff on duty where a stretcher or wheelchair is necessary or you require assistance.
- 6 Report the injury to your line manager as soon as possible.
- 7 If the injury was the result of an accident do not disturb the scene, then as soon as is practicable complete an accident report form and inform Safety Services

#### D12 General Emergency (Disaster Recovery)

12.1 The University is aware of the need to provide a framework within which it can exercise an appropriate duty of care towards its employees, students and visitors in the event a disaster defined as an event, which, because of its scale or impact, is beyond the scope of resolution, by normal mechanisms. The procedures set out within the Disaster Recovery Plan<sup>2</sup> document are intended to apply to all staff, students, visitors and members of the public who are on University premises in whatever capacity. The main objectives of the Disaster Recovery Plan are:

- To prepare for any occurrence which presents a serious threat to health and safety, disruption to the service or due to the incident results in numbers or types of casualties as to require these special arrangements to be implemented by the university.

---

<sup>2</sup> A copy of the Disaster Recovery Plan is held in every School/Service Office

- To provide a set of effective and practical measures to protect the Institution and recover normal business operations with minimum impact to the provision of core activities.
  - To Pre-nominate a Crisis Management Team which in the event of disaster, will be required to
    1. Protect the university's reputation
    2. Manage the Crisis and Damage
    3. Maintain Business Continuity
- 12.2 Overall responsibility for Major Incident and Service Continuity Planning lies with the University Court, who have appointed the Vice-Principal/Deputy Vice-Chancellor as Crisis Management Coordinator (CMC) with overall responsibility for emergency planning, dealing with operational issues, assessing vulnerability, testing, training and reviewing of plans.
- 12.3 The CMC will be supported by a Crisis Management Team (CMT) that will consist of pre-nominated persons empowered to act for the University in the immediate aftermath of a disaster or at a time of crisis. In the event that it is not possible to contact an individual member of CMT then a nominated deputy will fulfil that position.
- 12.4 **The responsibilities of the CMT include**
1. Creation and implementation of procedures for a Disaster Recovery Plan.
  2. Assess and implement all necessary response steps to ensure the Health and Safety of all who might be affected by the incident.
  3. Determine what resources are required and make arrangements for outside assistance where needed.
  4. Coordinate necessary actions and resources and with outside organisations.
  5. Make arrangements for the restoration of utilities, repairs, restoration, communications, site security, emergency transportation, procurement, counselling, computer systems, or business recovery (data recovery/protection, facility replacement, personnel, etc.).
  6. Ensure emergency funds are available to cover expenditures and all related expenditures are documented.
  7. Designating a spokesperson appropriate for the incident with necessary knowledge and skills.
  8. Consult with persons responsible on steps required to and maintain operational integrity.
  9. In recovery phase, debrief, evaluate response, and advise improvements to the University Court and Emergency Planning Team.
- 12.5 The Vice-Principal/Deputy Vice-Chancellor has designated that the Security Services Manager with support from the Director of Operations, the Health and

Safety Officer and the Business Continuity Coordinator shall have collective responsibility for:

- Maintaining the Disaster Recovery Plan, reviewing it regularly for accuracy, completeness, and effectiveness.

12.6 It shall be the responsibility of the Vice-Principal/Deputy Vice-Chancellor to arrange appropriate disaster recovery training in order to prepare emergency responders for effective implementation of the University's contingency & business resumption plans.

## D13 Lasers

### D13.1 General

- 1 Unless the beam is fully contained within the equipment no laser equipment above class 1 may be brought into the University without prior consultation with, and approval of, the University Health and Safety Officer.
- 3 Local rules for the safe use of lasers must have the approval of the appropriate Persons Responsible. The School/Service Safety Officer is responsible for updating any local rules that will be contained in the local School safety manual and which will be subject to periodic revision as necessary. Persons Responsible require to ensure effective implementation of local rules within their own Schools/Service.
- 4 Entrance to laser controlled areas shall be marked by the symbol designating laser beams and shall be restricted in accordance with such supplementary notices as may be displayed.
- 5 Persons Responsible or any member of staff having any doubt about the safe operation of laser equipment should consult the Health and Safety Officer for advice.
- 6 The eye is the organ most at risk from the operation of lasers but other tissue damage is also possible. Any person having cause to believe that accidental exposure to laser radiation has occurred should immediately inform the Person Responsible for the area who will contact, as necessary, the University Health & Safety Officer with a view to identifying appropriate action to be taken.
- 7 Laser pens and pointers used in or brought into any part of University premises must be used as per instructions.

## D14 Manual Handling

- 1 The *Manual Handling Operations Regulation 1992 (MHOR)* as amended by the *Health and Safety amendment regulations 2002* supplement the general duties placed on employers and others under the *Health and Safety at Work etc Act 1974*. MHOR reinforce regulation 3 (i) of the *Management of Health and Safety at Work Regulations 1999* which requires employers to make a suitable and sufficient assessment of risks to the health and safety of their employees whilst at work. Where this general assessment indicates the possibility of risks to employees from the manual handling of loads, the requirements of MHOR should be followed.
- 2 The regulations establish a clear hierarchy of measures:
  - avoid hazardous manual handling operations so far as is ‘reasonably practicable’. This may be achieved, for example, by redesigning the task to avoid the moving of the load or by automating or mechanising the process
  - make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided. (*Note*: where manual handling tasks are generally of a repetitive nature, or there are recognised similarities in the handling methodology for a number of operations, generic assessments of the risks involved are considered appropriate; in general the significant findings of the generic or specific assessment should be recorded and the records kept and be readily accessible for so long as it remains relevant)
  - reduce the risk of injury from such operations so far as is reasonably practicable by giving, for example, particular consideration to the provision of mechanical assistance but where this is not reasonably practicable by making other improvements to the task, the load and the working environment
- 3 The assessment need not be recorded if:
  - it could easily be repeated and explained at any time because it is simple and obvious
  - the manual handling operations are straightforward, of low risk, are going to last only a very short time, and the time taken to record the assessments would be disproportionate
- 4 Where an operation requires a detailed assessment, the structure set out in Schedule 1 to the regulations should be followed: the Schedule lists a number of questions in five categories which include the task, the load, the working environment, individual capacity and other factors.

## D15 Safety Monitoring

- 1 The University Health & Safety Officer will:
  - monitor, both actively and reactively, the implementation of safety procedures throughout the University.
  - carry out regular inspections of all Schools (including Divisions and specialist centres) and Services within the University on a rolling cycle to ensure that the implementation of the University’s safety procedures are being carried out
  - ensure that each School/Service is meeting its commitment in terms of:
    - 1 risk assessment procedures
    - 2 the upkeep of safety records (including, in the case of Schools, Divisional and specialist centre resources)

- 3 the adequacy of training
- 4 the quality of management of health and safety

- 2 While s/he will report inadequacies to the University Health & Safety Sub Committee, s/he will also report on flagrant or persistent breaches to the University Vice Principal University Services who will decide on the appropriate action, including disciplinary action, to be taken.
- 3 The University Health & Safety Sub - Committee will monitor the implementation of safety regulations through *inter alia* considering inspection reports from School and Service Health and Safety Committees and the University Health & Safety Officer. The Committee will recommend the most appropriate action to take in each case.
- 4 The University Health & Safety Sub-Committee will require each area of the University to provide it with copies of that area's policy with regard to safety management.
- 5 An annual report from the University Health & Safety Sub-Committee, which will *inter alia* make recommendations for ensuring quality in safety matters, will be submitted to the Court of the University.
- 6 Local Safety Committees are required to conduct a safety inspection of all areas under the control of the Person Responsible at least twice in any academic year and to forward reports of their findings and proposed actions to the University Health & Safety Sub-Committee for its consideration. The designated Person Responsible will sign a copy of the inspection report before it is submitted to the University Health & safety sub-committee for consideration.
- 7 Following an Inspection, having received a reported breach in procedures or in cases considered to present imminent danger, the local Health and Safety Officer/Coordinator is entitled to
  - issue a notice requiring work to stop immediately stating the reasons for this decision e.g. risk assessment not commensurate with risk therefore not suitable and sufficient
  - require work to be carried out or actions to be taken to remedy the breach immediately or within a stated period
  - or to close or secure a part of University premises to enable the breach(es) to be rectified.



## D16 Occupational Health

The occupational health service can play a major role in protecting and improving the health of the working population by addressing those factors, which contribute to work-related ill health, and by participating in healthy workplace developments. The service has been established to assist the University in meeting its commitment to ensure a safe and healthy work environment and to meeting its responsibilities under relevant legislation, codes of practice and best practice guidance.

### The Role of the Occupational Health Service

D16.1 Occupational health concerns the effect that work and the working environment may have on an individual's health and the effects that an individual's health may have on his or her ability to perform their work. Occupational health practice is therefore seen as a means by which an employee's health is protected from possible adverse effects of the working environment and also as a means by which the organisations efficiency, productivity and liabilities are protected from the health problems suffered by its employees. Occupational Health is therefore essentially a preventative tool and should be practised in that light – identifying and managing the risks to peoples' health before they cause ill health and identifying employees existing health problems before they impact adversely on the organisation.

The Occupational Health Nurse Adviser and the Occupational Health Physician are bound by a strict code of conduct set down by their professional bodies the British Medical Association and the Nursing and Midwifery Council - a code which is underpinned by medical, ethical and legal principles.

D16.2 Specific responsibilities of the University Occupational Health Adviser include:

- Health Surveillance – where risk assessment identifies that health surveillance should be carried out. E.g. drivers, night workers, maintenance staff.
- Providing guidance to staff and managers on the prevention of work-related ill health. e.g. back pain, musculoskeletal injury or stress.
- Training - the Occupational Health Adviser will contribute to key areas of training e.g. manual handling, display screen equipment, the role of occupational health in managing attendance, health aspects of stress management.
- Pre-employment health screening
- Health promotion/health at work initiatives - a range of health promotion initiatives will be implemented to encourage staff and students to improve their overall health and well-being. The 6 key areas that that will be targeted are Mental Health, Sexual Health, Alcohol & Drugs, Diet & Nutrition, Smoking and Physical Activity.
- Provide guidance and input to health related policies to ensure compliance with legislation, codes of practice and best practice.

## D17 Pregnant Workers

### D17.1 General

University Court acknowledges that the University has legal obligations laid down by the following regulations, Management of Health and Safety Regulations 1999 (MHSW); Workplace (Health, Safety and Welfare) Regulations 1992; Equality Act 2010 ; Employment Rights Act 1996 as amended by the Employment Relations Act 1999. The legal requirements place a duty of care on employers to protect their employees who are or in the future could be a new or expectant mother. The University is aware of the susceptibility of women and in particular new and expectant mothers to certain risks that may arise during their work. All reasonably practicable steps will be taken to safeguard the health and safety of expectant and new mothers and their unborn children.

### D17.2 Notification Employee's duty

- 1 Any female working at the University has the responsibility to notify the Human Resource department in writing that she is an expectant mother. The employee should pass on any advice from her registered medical practitioner or midwife that could affect the assessment of her risk at work.
- 2 Newly appointed female staff must notify the Human Resource department in writing if they have given birth within the previous six months or are breastfeeding. If an employee continues to breastfeed for more than six months, she must notify the Human Resource department.

### D17.3 Protective action

Having been informed the Person Responsible shall ensure that:

- A risk assessment for each new and expectant mother working at the University is carried out as soon as the University has been notified. This is a legal requirement as specified in the Management of Health and Safety at Work Regulations 1999.
- A regular review of the risk assessment for an individual is carried out to take account of the physiological changes during pregnancy.
- Information of the resultant control measures highlighted in the individual risk assessment for an expectant/new mother is communicated to the employee and that such information and funding as is necessary to act on the findings is made available to her line manager.
- As is required under the Workplace Regulations a suitable rest facility for workers who are pregnant or breastfeeding is available.

### D17.4 Unacceptable residual risk

If an unacceptable risk remains after reasonable preventive and protective actions have been taken, then the Head of School/Service having consulted with Occupational Health Advisor and Human Resource department should consider the following steps:

1. Adjust the working conditions or hours if it is reasonable to do so and would avoid the risks or, if these conditions cannot be met;
2. Identify and offer suitable alternative employment, and if this is not feasible;
3. Suspend on full pay for as long as is necessary to protect the health and safety of the child.

#### D17.5 Hazard Identification

A risk assessment tool should be used to identify the hazards and outline the risk control measures required. Controls will depend upon the nature of the activities carried out and therefore a generic risk assessment is not considered to be suitable in these circumstances. Each School /Service should consider using the university checklist that takes into account the specific hazards involved in the workplace concerned. Consideration should be given to:

The physiological changes including

- Morning sickness
- Backache associated with prolonged periods of sitting or manual handling
- Varicose veins associated with posture
- Increasing tiredness as the pregnancy develops
- Balance as size increases.

Hazards including

- Slips, trips and falls – the increasing size of a pregnant woman may adversely affect her balance, so slippery or uneven stairs, floors, paths etc are a particular concern
- Standing or sitting for long periods
- Mechanical - vibrations/movement
- Manual handling – lifting, twisting etc
- Excessive noise
- Exposure to radiation - non-ionising and ionising
- Extremes of temperature
- Infectious or contagious disease
- Harmful substances
- Display screen equipment – IT work stations
- Working hours pattern
- Work-related Stress – working conditions, excessive workloads
- Lone working
- Extended travel

The above lists are not exhaustive but should provide a useful start point.

#### D17.6 Further information

The Occupation Health Advisor and the Health & Safety officer are readily available to provide advice.

For information regards the University's maternity leave policy contact Human Resources

#### D18 Personal Protective Equipment

1 University Court acknowledges that the University has obligations laid down by the Personal Protective Equipment Regulations 1992 (PPE) as amended by the Health and Safety amendment regulations 2002 and as such will maintain the standards and fulfil its legal obligations.

The regulations direct the University to:

- Provide suitable PPE to control the risks from identified hazards
- Maintain any PPE in efficient working order and in good repair
- Provide appropriate storage for all PPE issued
- Provide information about PPE and training people how to use it

2 The regulations define PPE as:

- "All equipment (including clothing affording protection against the weather), which is intended to be worn or held by a person at work and which protects him/her against one or more risks to his/her health and safety, and in addition designed to meet that objective"
- This includes helmets, facemasks, high visibility clothing, footwear, goggles, gloves and ear protectors

3 The Persons Responsible will ensure that, where there is an identified need for people to use PPE, they will only use equipment suitable for the purpose.

4 The Persons Responsible will ensure people keep their PPE in a satisfactory condition, and provide suitable and sufficient information, instruction, training and supervision in the use of it.

5 The Persons Responsible will also ensure records are kept of the PPE that is issued.

6 All persons issued with PPE must:

- Use any PPE given to them to control the risk
- Report any defects to or loss of their PPE
- Take reasonable care of their PPE

7 Whenever a risk assessment identifies the need to use PPE, only suitable equipment must be used. Some points to take into consideration are:

- When implementing health and safety measures you must consult with those who do the work and wear the PPE
- Will the PPE protect the person against the risk? E.g. when using a power

drill, goggles designed to withstand impact are more appropriate than goggles designed to protect against chemical splashes

- How well does the PPE fit? The performance of respiratory protective equipment depends on a good contact between the wearer's skin and the face seal of the mask. Fit testing must be undertaken for all filtered face pieces, half masks and full face masks
  - Is it suitable to wear in the workplace? The PPE should not restrict essential visibility or communication
  - If different PPE is required to control different hazards? E.g. goggles and ear defenders should be compatible with each other to ensure they fit correctly
  - Any PPE supplied by the University must conform to British and European standards and have a "CE" mark
  - The University is obliged to provide PPE free of charge to staff if required for work-related activities
- 8 The Persons Responsible must have effective systems of maintaining PPE to ensure it continues to provide the protection for which it was designed. This will include cleaning, examination, replacement, repair or testing of equipment.
- 9 Persons Responsible shall ensure appropriate storage is provided to ensure that PPE is kept in an efficient and effective condition.
- 10 When protecting people from risk to their health and safety, PPE must always be considered as a last resort. Engineering controls or process changes must always be considered first.

#### D19 Provision and Use of Work Equipment

D19.1 The provision and use of work equipment regulations 1998 (PUWER98) have the primary objective of ensuring that work equipment should not result in health and safety risks, regardless of its age, condition or origin. PUWER applies to the provision and use of all work equipment, including mobile and lifting equipment.

#### D19.2 Guarding of Machinery

- 1 All dangerous parts of machinery will be safeguarded by the provision of suitable fixed guards.
- 2 Where it is necessary to remove a guard for the purposes of maintenance or instruction associated with the enclosed dangerous parts, a safety procedure (which is recorded) must be established by the Person Responsible which will provide an adequate standard of safety for the persons carrying out the maintenance or instruction. A copy of this safety procedure must be lodged with the University Health & Safety Officer.

#### D19.3 Defective Machinery

Machinery, equipment and energy sources which are defective and may affect health and safety arrangements must be disconnected and withdrawn from use, and be suitably labelled to that effect pending repair or replacement. A procedure (which is recorded) shall be produced by the Person Responsible which shall include matters such as disconnection and locking of the main power supply to the machinery or equipment concerned. A copy of this procedure must be lodged with the University Health & Safety Officer.

## D19.4 Testing and Inspection of Fixed and Mobile Equipment

- 1 The Person Responsible will ensure that any fixed or mobile equipment subject to statutory or recommended fixed code of practice tests or regular inspections is so tested and inspected, and that records are maintained of such tests and inspections.
- 2 No new equipment or machinery subject to statutory or recommended code of practice tests will be introduced into any area until appropriate tests or inspections have been carried out to the satisfaction of the Person Responsible.
- 3 Any equipment or machinery acquired or installed (whether by purchase, lease, hire or otherwise) for use in the University must conform to the appropriate statutory regulations and codes of practice, and a certificate of conformity to such requirements must be obtained from the supplier.

## D20 Radiation

### D20.1 General

- 1 University Court acknowledges that the University, as a user of radioactive substances, is subject to the provisions of the *Radioactive Substances Act 1993*, the *Ionising Radiations Regulations 1999*. The Health Protection Agency acts in an advisory capacity on radiation protection (as the Radiation Advisor); the Health & Safety Executive has acknowledged notification of this arrangement.
- 2 According to its penetrating power, ionising radiation produces more or less deep injury analogous to burning. Serious long-term effects, including cancer and genetic damage, may follow degrees of irradiation which have no evident short-term effects. Machines and materials which produce ionising radiation must be treated as dangerous. Radioactive substances must be handled with the greatest attention to the present and future safety of both the operator and other people.
- 3 A School making significant use of ionising radiation is required to appoint a Radiation Protection Supervisor. Schools which wish to make use of ionising radiation are required to seek approval from the Radiation Protection Supervisor. For normal day to day activities, staff must obtain approval from the Radiation Protection Supervisor before any planned use of ionising radiation is undertaken. All persons must restrict radiation work to that formally approved by the Supervisor.
- 4 Radiation work is subject to certain legal requirements. The University abides by the provisions of the *Ionising Radiations Regulations 1999* and their associated code of practice which regulate the keeping and disposal of radioactive materials, and holds the relevant certificates of registration which state the types and amounts of radionuclides held and the manner of their disposal.
- 5 No School/Division or individual within the University may order (i) radioactive materials, or any apparatus which may contain such materials, without the formal prior approval of the Radiation Protection Supervisor: individual staff must inform the Radiation Protection Supervisor in advance if radioactive material is to be obtained from a source other than a commercial supplier, or (ii) apparatus containing electron beams accelerated through a potential difference of greater than 5 kilovolts which is capable of generating X-radiation without first

consulting the Radiation Protection Supervisor for approval. This category of apparatus includes electron microscopes and X-ray analysis equipment, but does not include computer monitors and TV tubes which are totally enclosed and fitted with a phosphor screen.

- 6 Transport of radioactive materials is controlled by national and international regulations. No radioactive materials may be transported into, out of, or within the University without the prior written permission of the Radiation Protection Supervisor (who will inform the NRPB when appropriate).

#### D20.2 Radiation Warning Notices and Local Rules

- 1 If the area is designated as a controlled or supervised area, its boundaries will be secured and warning signs placed around the perimeter. All persons are forbidden to enter such an area unless authorised to do so or accompanied by the Radiation Protection Supervisor.
- 2 Local rules for each working environment will be prominently displayed at the entrance to the designated area, and will be brought to the attention of all employees and others involved in the use of ionising radiation. It is the duty of all employees and others, to whom the rules apply to read, note and comply with them. Laboratories in which radioactive substances are used will be subject to periodic inspection to ensure that these provisions are being met. Copies of all local rules will be held by the University Health & Safety Officer and the Radiation Protection Supervisor, as well as in the School safety manual and will be subject to periodic inspection and revision if required.

#### D20.3 Radioactive Waste

The proper disposal of radioactive waste is essential to radiation safety. The Radiation Protection Supervisor is the only person authorised to advise on and arrange for such proper disposal.

#### D20.4 Accidents Involving Radioactive Materials

- 1 In the event of an accident involving radioactive contamination, the circumstances must be reported immediately to the Radiation Protection Supervisor who will take the appropriate action. Where an incident is accompanied by physical injury, the treatment of injuries must take precedence over decontamination and containment of contamination. In cases where it is necessary to convey the injured person to another place for treatment, notification of the contamination must be given to the staff of the receiving service. Written information regarding the nature and approximate amount of the radioactive contamination must be given, and if possible a person conversant with radiation hazards should accompany the injured person to hospital.
- 2 All accidents and incidents involving radiation will be immediately investigated by the Radiation Protection Supervisor and Health & Safety Officer, utilising such expert assistance as may be required. A detailed written report of each incident will be made to the Vice-Principal/Deputy Vice-Chancellor as soon as practicable, with recommendations as to avoidance of a recurrence.

#### D20.5 Duties and Responsibilities of the Radiation Protection Supervisor

The duties and responsibilities of the Radiation Protection Supervisor include:

- being fully familiar with the relevant statutory provisions, the University *Health & Safety Policy & Procedures* and any appropriate School regulations and all local rules regarding radiation protection.
- providing advice to members of the University on matters of radiation protection and in particular advising Heads of School as the Person Responsible on the formulation and revision of School health and safety policies and procedures in regard to radiation protection matters
- acting with the delegated authority of a Head of School in matters of urgency and referring promptly to the Head of School any radiation protection problems which cannot be resolved locally on a time-scale commensurate with the risk
- liaising with other University safety officers and advisors, and with external radiation protection experts
- attending meetings of the University and School Health & Safety Committee as required
- conducting and co-ordinating systematic inspections and accident investigations to identify unsafe or unhealthy conditions or working practices which may lead to excessive exposure to ionising or non-ionising radiation, and ensuring that appropriate preventative action is recommended and taken
- ensuring that accidents and 'near misses' involving radiation are reported and investigated
- disseminating radiation protection information and reports to appropriate members of staff and students
- ensuring that, on induction, new members of a School having radioactive material receive adequate information, instruction and training with respect to radiation protection matters
  
- identifying members of a School for appropriate:
  1. radiation protection training events
  2. occupational health medical surveillance
  3. liaison with other internal or external health and safety/radiation protection specialists
  
- monitoring in a School that:
  1. adequate precautions are taken regarding any special existing or new radiation hazard
  2. adequate precautions are taken regarding any changes to be made
  3. plant, equipment and processes are being maintained as required by any relevant statutory provisions
  4. staff and students are suitably informed, instructed and trained
  5. adequate radiation protection records are maintained where appropriate, e.g. as required by relevant statutory provisions or by University or School safety policies
  6. safe working practices and procedures, together with any necessary risk assessments for project work, are being complied with
  7. personal protective equipment needs are assessed and that sufficient, suitable personal protective equipment is available and is used
  8. systems are set up and maintained to check that radiation protection facilities such as monitors, personal monitoring devices, shielding, etc. are provided and maintained in a readily usable condition
  9. other radiation protection aspects that legislation or University policy may dictate are observed



- co-ordinating the implementation of advice from external experts in radiation protection
- periodically reviewing radiation protection procedures within the University
- undertaking such other radiation protection duties as may be assigned by a Head of School or senior University officer
- recording waste disposal and monthly source accountancy of open sources
- Following a programme of continuing professional development so that the standard of professional expertise is maintained.
- such other health and safety duties as may be assigned by the University from time to time

## D21 Risk Assessment and Control

### D21.1 Definition

- 1 *Risk assessment* may be described as a thorough examination of the workplace to identify those significant hazards which have the potential to cause harm and to evaluate the extent of the risks involved.
- 2 *Control measures* are the preventative and protective measures which have been identified by the employer in consequence of the risk assessment as the measures the employer needs to take to comply with the requirements and prohibitions imposed on him under relevant statutory provisions.

### D21.2 Purpose

The purpose of risk assessment is to help the employer to determine what measures should be taken to comply with the employer's duties under 'relevant statutory provisions' (this phrase covers the general duties in the *Health & Safety at Work etc Act 1974* and the more specific duties in various Acts and Regulations including the *Management of Health & Safety at Work Regulations 1999*). In essence, risk assessment guides the judgement of the employer as to the measures the employer ought to take to fulfil the relevant statutory obligations. The primary aim of risk assessment is to remove entirely identified hazards, or when this is not 'reasonably practicable', decide on a suitable method of risk control.

### D21.3 University Obligations

- 1 The University as an employer is required to make a suitable and sufficient assessment of:
  - (a) any risks to the health and safety of its employees to which they are exposed whilst they are at work; and
  - (b) any risks to the health and safety of persons not in its employment arising out of or in connection with the conduct of the University's undertaking.
- 2 University Court recognises this statutory obligation, and has placed the responsibility on the Persons Responsible in Schools/Services to ensure that suitable and sufficient risk assessments are carried out as a routine measure and to such an extent that Court will not find itself in contravention of its responsibilities.
- 3 The *Management of Health and Safety at Work Regulations 1999* requires all

employers with five or more employees to record the significant findings of the risk assessment (regulation 3) and to comply with regulation 4, namely that:

- (a) every employer shall make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for effective planning, organisation, control, monitoring and review of the preventative and protective measures; and
- (b) where the employer employs five or more employees he shall record the arrangements.

- 4 To promote compliance with regulation 4, Court extends the responsibility of Persons Responsible to include in their general management duties the taking of necessary measures to ensure full compliance with the requirements laid down above.

#### D21.4 University Practice

- 1 Persons Responsible are tasked with ensuring that risk assessments and subsequent health and safety arrangements will be carried out and completed by competent persons and that records will be retained by the School/Service. These records are to be made available as required, to the University Health & Safety Officer or any regulatory inspector as evidence that relevant requirements have been complied with.
- 2 The University will provide suitable and sufficient training for identified personnel and this will be supplemented by the University generic risk assessment form. The University, in compliance with regulation 8 of the *Management of Health & Safety at Work Regulations 1999* has identified competent persons<sup>3</sup> to assist and advise on measures needed to be taken to comply. The University Health & Safety Officer will advise on requirements which may be highlighted as a result of risk assessments, and where specialised advice is needed he will also assist by direct intervention or by recommending specific information sources or agencies<sup>4</sup> relevant to the particular enquiry.
- 3 Following a risk assessment and the implementation of health and safety arrangements, the University will be able to demonstrate that:
  1. A proper check of the premises and procedures has been made.
  2. All obvious significant hazards have been taken into account.
  3. All those who might be affected have been considered.
  4. Groups of workers who may be particularly at risk (e.g. young or inexperienced workers, lone workers, disabled staff) have been identified.
  5. Control measures (including precautions) are reasonable and the remaining risk is considered to be low.

**Note: Court has the aim of ensuring the health, safety and welfare of staff and students within the University. Safety considerations, depends upon the active participation and interest of everyone on University premises. If at any time a member of staff or a student feels procedures are inadequate or considers their own or someone else's safety is at risk, do not accept this situation. Immediately**

---

<sup>3</sup> Examples being Radiation Protection Supervisor, Biological Safety Officer, University COSHH Advisor, Occupational Health Advisor.

<sup>4</sup> Examples Health Protection Agency, Scottish Environmental Protection Agency, Health and Safety Executive

**report and discuss the issue with a supervisor, a member of your local safety committee or a local staff representative.**

#### D21.5 Risk Control Measures

- 1 All final decisions about risk control measures must take into account the relevant legal requirements which establish minimum levels of risk prevention or control.
- 2 The requirement to carry out risk assessments in compliance with the *Management of Health and Safety at Work Regulations 1999* may correspond to a similar requirement in other existing regulations. Where duties overlap, compliance with the duty in the more specific regulation will normally be sufficient to comply with the requirement of the *Management Regulations*.

**Note: in the event of serious and/or persistent breaches of safety procedures, the University Vice Principal University Services, the University Health & Safety Officer or the local Health and Safety Coordinator is entitled to issue a notice requiring work to be carried out or actions to be taken to remedy the breach immediately or within a stated period and/or to close or secure a part of University premises to enable the breach(es) to be rectified.**

#### D22 Reporting, Notifying and Investigating Injuries, Accidents etc.

- 1 Any member of staff involved in an accident, (unplanned event that results in injury or ill-health to people or damage to equipment), incident (a significant event, which demands a response beyond the routine, resulting from uncontrolled developments in the course of the operation) or near-miss (an event or situation that could have resulted in injury, damage or loss) must report it to their line manager immediately. The line manager will complete the necessary documentation, available from the Portal, Health & Safety Officer or School/Service office, and will carry out the initial investigation. The University Health & Safety Officer will be notified and given a copy of the documentation as soon as is practical, and a decision will be made on the requirement of further investigations and subsequent actions.
- 2 When an accident results in death or an RIDDOR 2013 specified injury, or an incident is identified as an RIDDOR 2013 dangerous occurrence, as defined in the health and safety regulations, it must be reported to the Health & Safety Officer immediately who will report it to the local office of the Health & Safety Executive. Confirmation will be given to the Health & Safety Executive within fifteen days on form F2508.
- 3 Accidents which result in incapacity for normal work for over seven days (i.e. "over seven day accidents") must be notified direct to the local office of the Health & Safety Executive by the Health & Safety Officer within 15 days on form F2508.
- 4 Where a person submits a medical certificate from a doctor diagnosing that the person is suffering from a RIDDOR 2013 specified illness or disease associated with a particular work activity specified on the medical certificate, the Health & Safety Officer is required to notify the local office of the Health & Safety Executive forthwith on form F2508A. Notification to the Vice-Principal University Services must then be made.

- 5 A list of specified diseases and associated work activities can be viewed on the HSE website.
- 6 The Person Responsible shall provide facilities for the investigation of accidents and/or dangerous occurrences by the University Health & Safety Officer and others with statutory powers for the investigation of such occurrences within the University or on external field study sites.
- 7 Students are deemed to be members of the public and therefore fatal or major injuries or accidents, conditions and dangerous occurrences involving them are reportable on form F2508. However the requirement for notification of “over seven day accidents” does not apply to students.
- 8 Where a fatal or major injury, accident or dangerous occurrence involves the employee(s) of an outside contractor working in University premises (that part of which is under the full control of the contractor) the responsibility for reporting on form F2508 rests with the contractor; however, the University Health & Safety Officer requires to be informed immediately of all such occurrences.
- 9 Where the circumstances are such that the outside contractor may not be aware that such an occurrence has occurred because, for example, the person concerned is working on his/her own, the outside contractor as the employer must be notified by the Person Responsible or the person having placed the contract, in order that the contractor may report accordingly to the Health & Safety Executive.

#### D23 Safeguarding of Third Parties

- 1 The University has a responsibility to ensure the safety of all third parties (such as contractors and their employees and visitors) who may from time to time be working within or visiting the University.
- 2 Persons Responsible are required to ensure that any third party working within his/her area of responsibility is safe.
- 3 Any contractual or other arrangement entered into which permits access to the University must be drawn up on the basis that the University reserves the right to control and direct activity in the interests of health and safety at work.
- 4 The University has the right to exclude person(s) from the University or any part thereof in the event of a breach of safety discipline.
- 5 Persons Responsible must ensure that all third parties undertaking activity at the University are made aware on first arrival of relevant particular hazards, systems of work and safety or emergency procedures.
- 6 All contractors engaged by Persons Responsible must be approved, which requires the supply of details of their liability insurance cover in respect of fire, damage and public and employer’s liability, as well as completing a health and safety questionnaire.
- 7 Building projects are subject to specific legislative requirements as set out in the Construction (Design And Management) Regulations 2015, CDM 2015, which must be complied with at all times. The procurement process for building contracts other than those for ad hoc minor repairs and maintenance must use one of the forms of contract recognised nationally in Scotland such as Scottish Building Contracts Committee, New Engineering Contract or other forms recommended by the

Office of Government Commerce. All of the aforementioned contracts take cognisance of the CDM 20. Further advice on health and safety in relation to building works can be obtained from the University Health and Safety Officer.

## D24 Smoking

### D24.1 Background

The legislation that places a duty of upon employers is the Smoking, Health and Social Care (Scotland) Act 2005 The University's No Smoking Policy has been introduced, in consultation with Staff Liaison Groups and the Student Representative Council to help provide a healthy, safe and comfortable environment.

### D24.2 Policy Statement

Abertay University confirms its commitment to providing a healthy and safe working environment for all staff and students and protecting them, as far as reasonably practicable, against the effects of passive smoking as well as improving their general health. The University therefore has in place a No Smoking Policy throughout the campus, particularly in all buildings, car parks and entrance areas. It should be noted that the University has decided that this policy will be applied beyond the minimum scope set out in the legislation, to the extent that *smoking and the use of e-cigarettes is prohibited in all University buildings*. This means that whilst some of the exemptions within the legislation could allow for specific areas within the Halls of Residences to be designated as smoking areas, it is University Policy that this is also prohibited the exception being, specified smoking areas within the grounds of the Halls of Residences.

The University is committed to ensuring that:

- a working environment free of tobacco smoke is achieved
- where appropriate, help is available to those staff who wish to stop smoking

### D24.3 Responsibility

- 1 The whole University has a responsibility for the implementation of the No Smoking Policy and the University Court has ultimate responsibility for its effective development and implementation.
- 2 Personal responsibility for the successful operation of this Policy lies (a) with every member of staff and (b) with all students. Heads of School/Service/Departments have a particular responsibility for enforcing the No Smoking Policy and ensuring that visitors and contractors are made aware of the terms of the Policy.
- 3 Failure to observe the No Smoking Policy will initially result in a discussion with the Head of School/Service to reinforce the terms of the No Smoking Policy and related procedures. However, continuing, persistent or blatant disregard for the No Smoking Policy will be treated under the University's disciplinary procedures for staff or students.

## D24.4 Policy Communication

Human Resources will provide newly appointed employees with a copy of the No Smoking Policy

## D24.6 Assistance in Giving Up Smoking

- 1 The University will give every support to smokers who wish to give up. Advice may be obtained from the source listed below:

The Tayside Smokeline

Tel 0845 600 999 6

- 2 Counselling is also available to members of staff from the University's Counselling Service provided by Rowan Consultancy and to students through Student Services.

## D25 Access

### D25.1 Security and Access Out with Normal Working Hours

- 1 The University is recognised as a safe and secure place to live and work and this atmosphere is enhanced by the presence of Campus Security which is dedicated to ensuring the security and safety of everyone on campus
- 2 The Campus Security Control Room monitors all CCTV and alarm systems and is in constant radio contact with patrolling officers
- 3 The non-emergency telephone number for the 24-hour Security control room/Help Desk is (30)8008. The emergency telephone number for the Security Control Room is 2222
- 4 All students and staff are issued with University identification cards. Staff and Students should always carry their ID upon their person. Staff should wear their identification badge whilst on campus as this allows security personnel to concentrate on those without any form of identification who could well have entered the precinct for a criminal purpose.
- 5 Contractors or individuals delivering a service are issued with permits and temporary passes which are readily identifiable and must be worn at all times. (see supporting diagram on H&S web pages).
- 6 Visitors who will not be in the company of a staff member throughout the period of their visit should be signed in at reception. (see supporting diagram on H&S web page)
- 7 If access is required to University property out with normal working hours, contact should be made with Campus Security and arrangements will be made to meet you and provide an escort if required
- 8 If you are concerned about working alone in a particular area, contact Campus Security and arrangements will be made to escort you and make regular checks on your safety.
- 9 Responsible Persons must ensure a system exists whereby all laboratories,

classrooms, offices, etc. are secured when not in organised use and certainly out with normal working hours.

- 10 Each School/Service must maintain a register of persons authorised to use laboratories and must devise procedures for monitoring usage, when not in organised use.
- 11 Security and monitoring checks will be ongoing and persons found to be disregarding University regulations may be removed from the premises and liable to disciplinary procedures.

#### D25.2 Conditions of Access

- 1 Staff have an automatic right of access
- 2 Members of staff who have a responsibility for students who want to work outside normal hours must follow local safety procedures to cover such instances. If none are in place then written authorisation is required from that school or services designated “person responsible.”
- 3 The supervising lecturer is responsible for ensuring the access request is valid and that the person requesting access is aware of the need to contact security on arrival, at which time arrangements will be made to ensure their safety.
- 4 If laboratory or other work involving an element of risk is undertaken, the supervising lecturer must ensure that a written risk assessment takes account of any additional controls required, the need for appropriate supervision and of any adjustments to standard emergency procedures. The aim must be to ensure that the level of residual risk to the student is no greater than that expected when similar work is undertaken during normal student hours.
- 5 Persons working in the University out with normal working hours must follow the procedures set out in the relevant School Safety Handbook or Safety Notes.
- 6 All persons entering University buildings out with normal working hours must register their presence with Security by recording their name and intended location in the book provided. . Any special safety or security arrangements can be discussed at that time. Likewise, when leaving the building, Security must be informed.

General Points: Normal Opening Hours are

Monday – Friday 0800 –1800 Core Time periods  
Saturday 1000 – 1700  
Sunday 1200 – 1700

- Members of staff who intend to work well beyond 1800 Monday to Friday should inform security of their continued presence by signing in at Security, and then signing out when they leave.

- All persons must be aware of the emergency contact numbers for security (8008 & 2222) and the nearest fire exit routes in their work area
- Suspicious persons, unruly behaviour, etc. must be reported to security immediately.
- Persons in the building out with normal working hours must confine themselves to the area they are authorised to access.
- The No Smoking Policy must be strictly adhered to.

#### D26 Transport of Staff and Students

- 1 The Person Responsible within a School/Service must ensure that any vehicle owned or managed by that School/Service is licensed and insured appropriately and maintained in a road-worthy condition.
- 2 Transport used for the conveyance of staff and students must not carry a larger number of persons than the rated capacity of the vehicle.
- 3 Private cars or other vehicles owned by staff and used by them for the conveyance of other staff or students whether on receipt of payment from University funds, or not, must be registered university drivers and are required to show that their vehicle is appropriately insured.
- 4 Any driver of a University hired/owned vehicle must hold an appropriate clean, current driving licence for the type or class of vehicle concerned (and should normally have held such a licence for a minimum period of four years) and must have received approval from the Person Responsible prior to driving that vehicle.

#### D27 Safety Training

- 1 *The Management of Health and Safety at Work Regulations 1999* require that safety training is provided at all levels. Risk assessments in Schools/Services will determine the level of training as part of the preventative and protective measures needed for each type of work. The training must include basic skills training, specific “on the job” training and training in health and safety or emergency procedures.
- 2 Persons Responsible shall, in entrusting tasks to employees or others, take into account their capabilities as regards health and safety; and shall further ensure that employees and others are provided with adequate health and safety training: (i) on their being recruited or enrolled into the University, and/or (ii) on their being exposed to new or increased risks because of (a) their being transferred or given a change of responsibility within the University, (b) the introduction of new work equipment or a change respecting work equipment already in use, (c) the introduction of new technology into the workplace, or (d) the introduction of a new system of work. For those for whom safety training is deemed necessary, such training is not optional but a mandatory requirement.
- 3 Persons Responsible shall put in place procedure for recording all staff training shall ensure maintenance of these records and will ensure they are readily available for inspection by the health and safety officer or any officer of a regulating authority
- 4 Identification of the safety training needs of students must be carried out by the academic supervisor, normally during the first four weeks after the students’



arrival at the University. Delivery of safety training which is required can form part of students' courses.

## D28. Working out-with the University

D28.1 The policy document 'Working Out-with the University' outlines the necessary steps to be taken for the safe management of activities and/or individuals when involved in placements, secondments, fieldwork and overseas travel on behalf of the University. It applies to activities conducted by individuals falling into one of three categories:

Category 1 Staff on their own or with colleagues

Category 2 Students and staff in groups where the visit is part of a course of study

Category 3 Students on placement

The policy draws from a number of publications mainly - HS(g)65 Successful Health and Safety Management, Universities Safety Association Health and Safety Guidance When Working Overseas, and the CVCP Code of Practice for Safety in Fieldwork, and these can be read in conjunction with the policy.

The policy is based on the principle of planning, control and review and lays down the organisation, responsibilities and arrangements for any of the categories of activity defined above.

### D28.2 DEFINITIONS

#### Persons Responsible

Is the manager with the overall responsibility for the health and safety of the particular School/Service/Department or is the Principal Investigator.

#### Local Conditions

Shall be interpreted as including all geographical, climatic, seasonal, political, cultural and social elements that may contribute to the safety of the travellers and workers in the country being visited.

#### Work Organiser

A named individual must be designated as the work organiser of the placement, secondment, fieldwork or overseas travel. In some cases the work organiser is the individual (category 1); or the most senior staff member (categories 1 and 2); or the placement organiser (category 3). Where the work and travel are arranged separately the work organiser will be considered the prime organiser and will be responsible for ensuring adequate liaison between other key members of staff - travel organiser, financial, health and safety etc.

Where the work to be undertaken is on secondment to another company, the named company becomes the work organiser and as such must be made aware of their responsibilities as laid down in the policy document.

#### Travel Organiser

This is the individual responsible for organising the travel aspects on behalf of the participant/s. This may be the same person as the work organiser, and some of the organisation may be delegated to external agencies.

## Team Leader

The person responsible for leading the party, this may or may not be the work organiser. When the work organiser is not travelling, the team leader must assume responsibility for some of the activities assigned to the work organiser.

## Work Overseas

Any activity carried out by staff or students of the University for the purpose of teaching, research or consultancy, in places which are not under the direct control of the University and which are carried out beyond the territorial waters of the United Kingdom.

### 28.3 Responsibilities and Organisation

The University Health and Safety Policy and Procedures document requires Schools/Services to prepare Safety Arrangements for their local circumstances. These Local Rules will indicate an appropriate level of arrangements where people are required to work remote from normal sources of assistance. When planning a placement, secondment, fieldwork or an overseas visit, there are a number of issues that must be addressed by the responsible person/s.

In order for the University to provide adequate safeguards and exercise an appropriate duty of care towards its employees and students relevant risk assessments must be made. The nature of potential hazards, for example lone working,<sup>5</sup> will determine to some extent the health and safety procedures that require to be developed, implemented and included in departmental safety manuals.

The full Health and Safety Policy document Working Out-with The University details the responsibilities of those who fulfil the roles as specified under section D28.2 and also contains appendices that include emergency contact details and risk assessment checklist questionnaires for; travel overseas, placements and secondments.

Further useful information can be found in the

CVCP publication N/89/166 Health and Safety responsibilities of supervisors towards post graduate and undergraduate students.

Abertay Guidance Responsibilities for those Supervising Postgraduate and Undergraduate Students and

Working out with the University (Health and Safety Policy)

---

<sup>5</sup> See University "Lone Working Health and Safety Policy" Document

Listed below are the main Statutes, Regulations and Codes of practice which affect or govern safety matters. This is not a comprehensive list and is stated as at May 2013.

The University Health and Safety Officer can provide further information on any aspect of health and safety legislation.

#### Statutes

Control of Pollution amendment Act 1989  
 Corporate Manslaughter and Corporate Homicide Act 2007  
 Employers Liability Compulsory Insurance Act 2005  
 Employment Medical Advisory Service Act 1972  
 Environmental Protection Act 1990  
 Environment and safety Information Act 1988  
 Equality Act 2010  
 Fire Safety Scotland Act 2005  
 Fire and Rescue Services Act 2004  
 Food Safety Act 2004  
 Health and Safety Offences Act 2008  
 Health and Safety at Work Act 1974  
 Industrial Diseases Notifications Act 1981  
 Radioactive substances Act 1993  
 Smoking Health and Social Care (Scotland) Act  
 Work and Families Act 2006

#### Regulations

Confined Space Regulations 1997  
 Construction (design & management) Regulations 2015  
 Control of Asbestos Regulations 2012  
 Control of Major Accident Hazard Regulations 1999 (as amended 2009)  
 Control of Noise at Work Regulations 2005  
 Control Of Substances Hazardous to Health Regulations (as amended ) 2009  
 Control of Waste Regulations 1992 (as amended 2012)

Disability Discrimination Act 1995 Amendment (Further and Higher Education) Regulations 2006

Electrical Equipment Safety Regulations 1994  
 Electricity at work Regulations 1989

Fire Safety Scotland Regulations 2006  
 Food Hygiene Scotland Regulations 2006 as amended 2012  
 Furnishing and Furniture Fire Safety Regulations 1988

Gas appliances Safety Regulations 1995

Genetically Modified Organisms (Contained Use) Regulations 2014

Health and Safety (Consultations with employees' Regulations 1996  
 Health and Safety Display Screen Equipment Regulations 1992 as amended 2002  
 Health and Safety First Aid Regulations 1981 as amended 2013  
 Health and Safety Information for Employees Regulations 1981 (also modification and repeals regulations 1995)  
 Health and Safety (Safety Signs and Signals) Regulations 1996

Ionising Radiation Regulations 1999

Lifting Operations and Lifting Equipment Regulations 1998

Management of Health & Safety at Work Regulations 1999

Manual Handling Operations Regulations 1992 (as amended)

Personal Protective Equipment Regulations 2002

Pressure Equipment Regulations 1999

Pressure Systems Safety Regulations 2000

Provision and Use of Work Equipment Regulations 1998

Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995

Safety Representatives and Safety Committees Regulations 1977

Simple Pressure Vessels Safety Regulations 1991 As amended 1994

Special Waste Scotland Regulations 1997 (as amended 2004)

Supply of machinery Safety Regulations 2008

Waste Scotland Regulations 2005

Work at Height Regulations 2005

Working Time Regulations 2001 as amended 2007

Workplace (Health Safety and Welfare) Regulations 1992

Codes Of Practice

Asbestos

L127 (2006) The management of asbestos in non domestic premises

Substances Hazardous to Health

L 5 (2005) The Control of substances hazardous to health (5<sup>th</sup> edition)

L130 (2002) The Compilation of Safety Data Sheets (3<sup>rd</sup> edition)

L8 (2000) Legionnaires disease

Consulting Workers

L146 (2008) Consulting workers on Health & Safety

First Aid

L74 (1997) First aid at Work

Ionising Radiation

L121 (2000) Work with Ionising Radiation

Management

L121 (2000) Management of Health and Safety

Pressure Systems

L122 (2000) Safety of Pressure Systems

Work Equipment

L22 (2008) Safe use of work equipment

L112 (1998) Safe use of Lifting Equipment

Work places

L24 (1996) Workplace Health Safety and Welfare