



Health and Safety Department

Health and Safety Awareness

High Risk Areas

Session 1

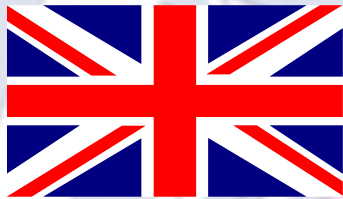
Lawrence Dickson

Training and Audit Co-ordinator

Summary

- Health and Safety and the Law
- University Management Structure
- University Health and Safety Policy
- Health and Safety Department
- Sources of Information
- Systems and Tools

Health and Safety and the Law



UK Legislation

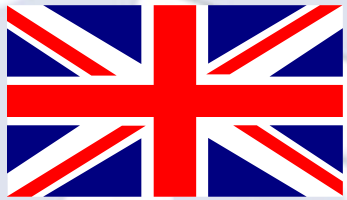


EC Legislation



TH
NING
SAFETY

Health and Safety and the Law



UK Legislation

- The Health and Safety at Work Act, 1974
- UK Health and Safety Regulations
- HSC Approved Codes of Practice
- HSE Guidance Notes



Health and Safety and the Law



EC Legislation

- Commission of the European Communities
- EC Directives
- Member States: Transposition
- UK Health and Safety Legislation



Management of health and safety at work

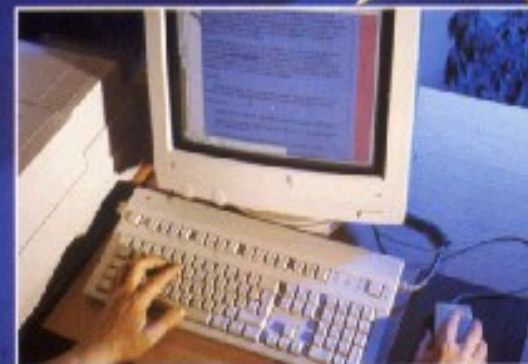


APPROVED CODE OF PRACTICE

Management of Health and
Safety at Work Regulations 1992



Display screen equipment work

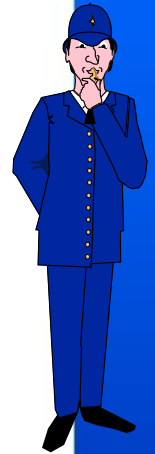


GUIDANCE ON REGULATIONS

Health and Safety (Display Screen
Equipment) Regulations 1992

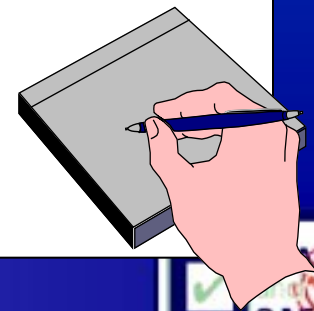
Enforcement Agencies

- Health and Safety Executive
 - Routine and Specialist Inspections
 - Accident Investigations
- Compliance Letters
- Improvement Notices
- Prohibition Notices
- Criminal Prosecutions

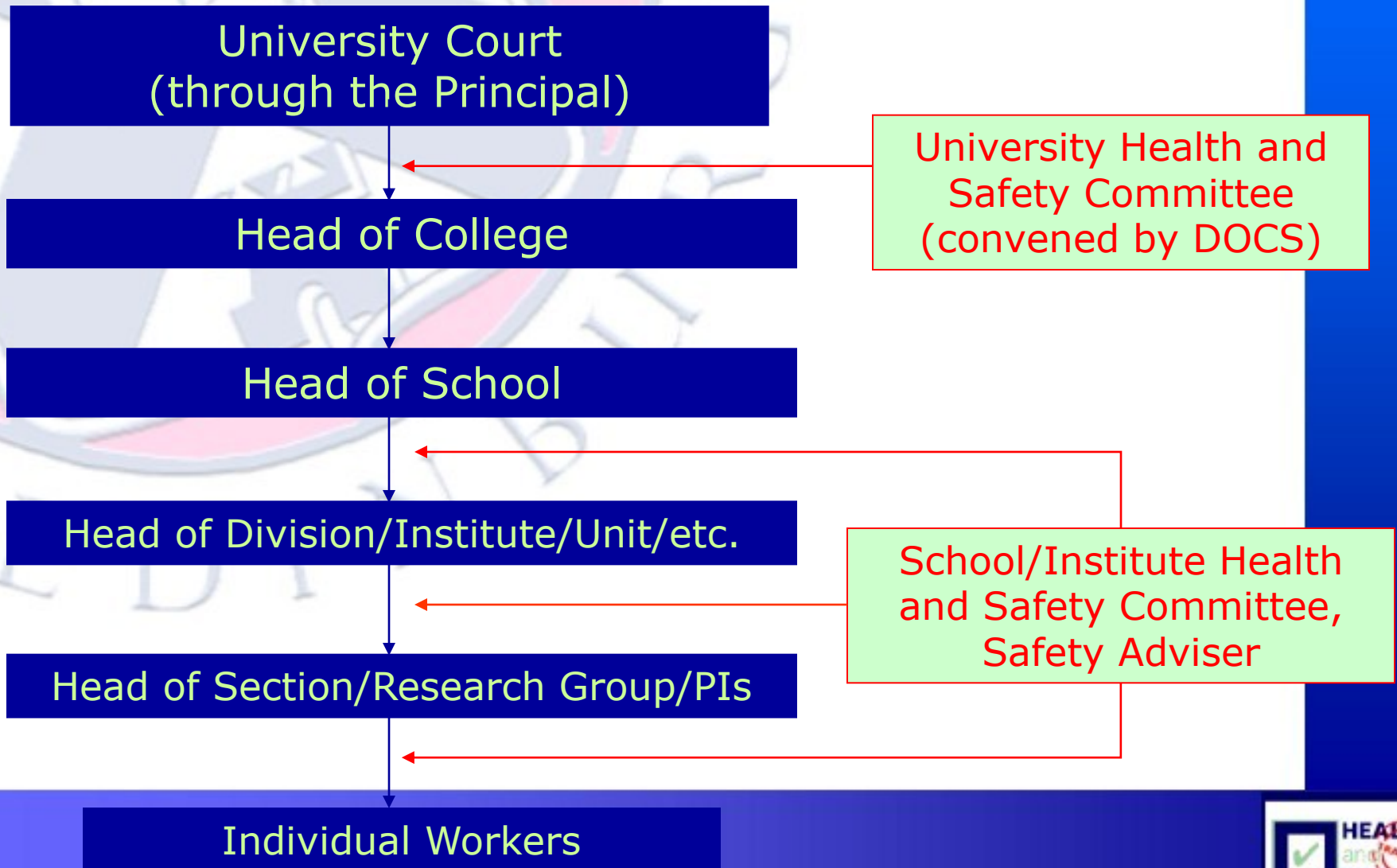


Advisory Agencies: Civil Law

- University's Liability Insurers
 - Liability Surveys & Reports
 - Claims Investigations
- University's Insurance Brokers
 - H&S Management Audit and Compliance Audit Programme
 - Input to Health & Safety Policy

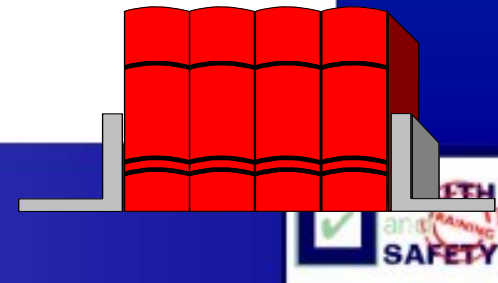


Management Structure



University Health and Safety Policy

- *Part 1* : Framework
- *Part 2* : General Precautions
- *Part 3* : Electrical Equipment
- *Part 4* : Mechanical Equipment
- *Part 5* : Chemical Laboratories
- *Part 6* : Biological Laboratories



University Health and Safety Policy

- *Part 7.1* : Ionising Radiations
- *Part 7.2* : Non-Ionising Radiations
- *Part 7.3* : Laser Equipment
- *Part 8* : Fieldwork and Outdoor Activities

The Keynote Guide



The Keynote Guide to the
HEALTH + SAFETY
Policy 2004



<http://www.safety.ed.ac.uk>

School (area) Health and Safety Policy

- Dovetail with the Core Policy
- Highlight Specific Local Hazards
- Detail Precautions and Controls
- Subject to Regular Review
- Central Monitoring

Monitoring H & S Performance



- School/area Self-Inspections
- Accident and Ill Health Reporting
- The School/area Safety Adviser
- Annual School H&S Report

Head of College

"Heads of College....are responsible to the University Court....for the management of health and safety matters within the area of the University under their control. Whilst retaining this management responsibility to Court, Heads of College are required to delegate duties to, and place management responsibilities upon, Heads of School....".

The Keynote Guide to the University Health and Safety Policy, 2004

Head of School

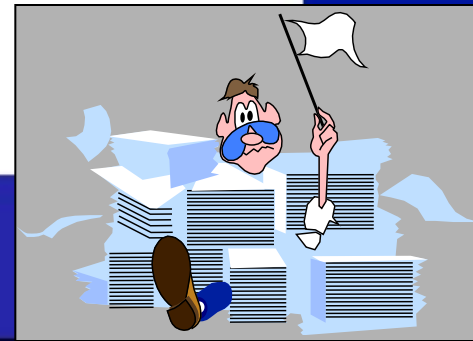
“Heads of School, and managers of other equivalent autonomous Units, etc, are responsible...., to the University Court for the management of health and safety matters within the area of the University under their control. Heads of School (or equivalent) are required to ensure that local policies and practices for the effective management of health and safety, at School level and below, are in place and are published”.

The Keynote Guide to the University Health and Safety Policy, 2004

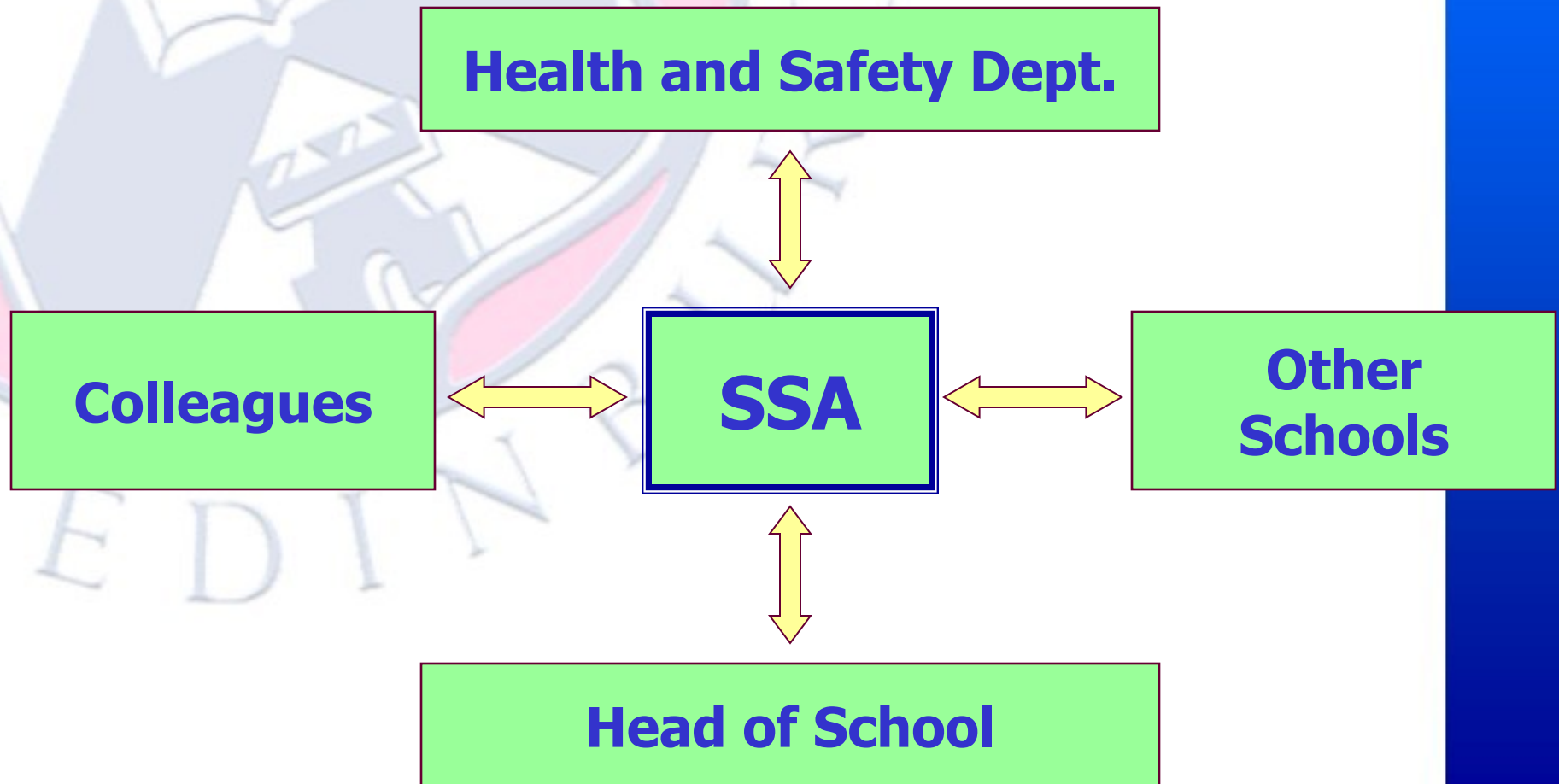
- Written Health and Safety Policy
- Effectiveness of Policy - monitoring
- Information, instruction, training, supervision
- Appointment of School Safety Adviser

School (area) Safety Adviser

- ◆ Court requirement to appoint a SSA
- ◆ Advisory position
- ◆ Must be allocated sufficient time and resources
- ◆ Same responsibilities as any other individual, under H&SAWA



School Safety Adviser



Training

Central training

D/SSA

H & S awareness

first aid

manual handling

head of school

induction course

ergonomics

radiation

biological safety

fire stewards

fire extinguishers

IOSH Managing Safely

Training

In-house (School/area) training

- Induction: policy
- emergency procedures
- accidents and incidents
- reporting procedures
- School/area H&S contacts
- health and safety committee

"Model" Induction Pack available on H&S Department web site

Training

In-house (School/area) training

- "Hands on": equipment
substances
risk assessments / standard
operating procedures

Records of training in School/area
activities must be kept

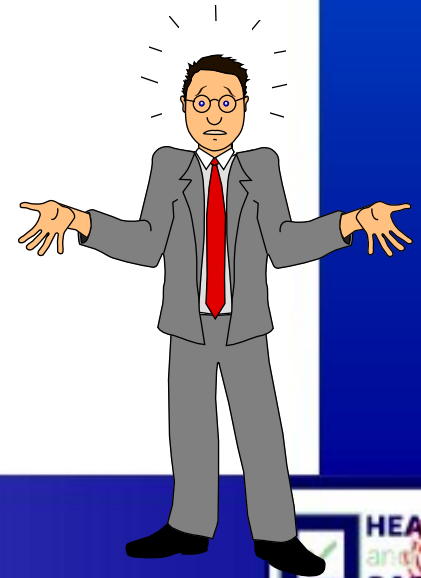
Management Responsibilities

- Recognise the **HAZARDS** of each Activity
- Assess the **RISKS** in each Hazardous Activity
- **CONTROL** these Risks

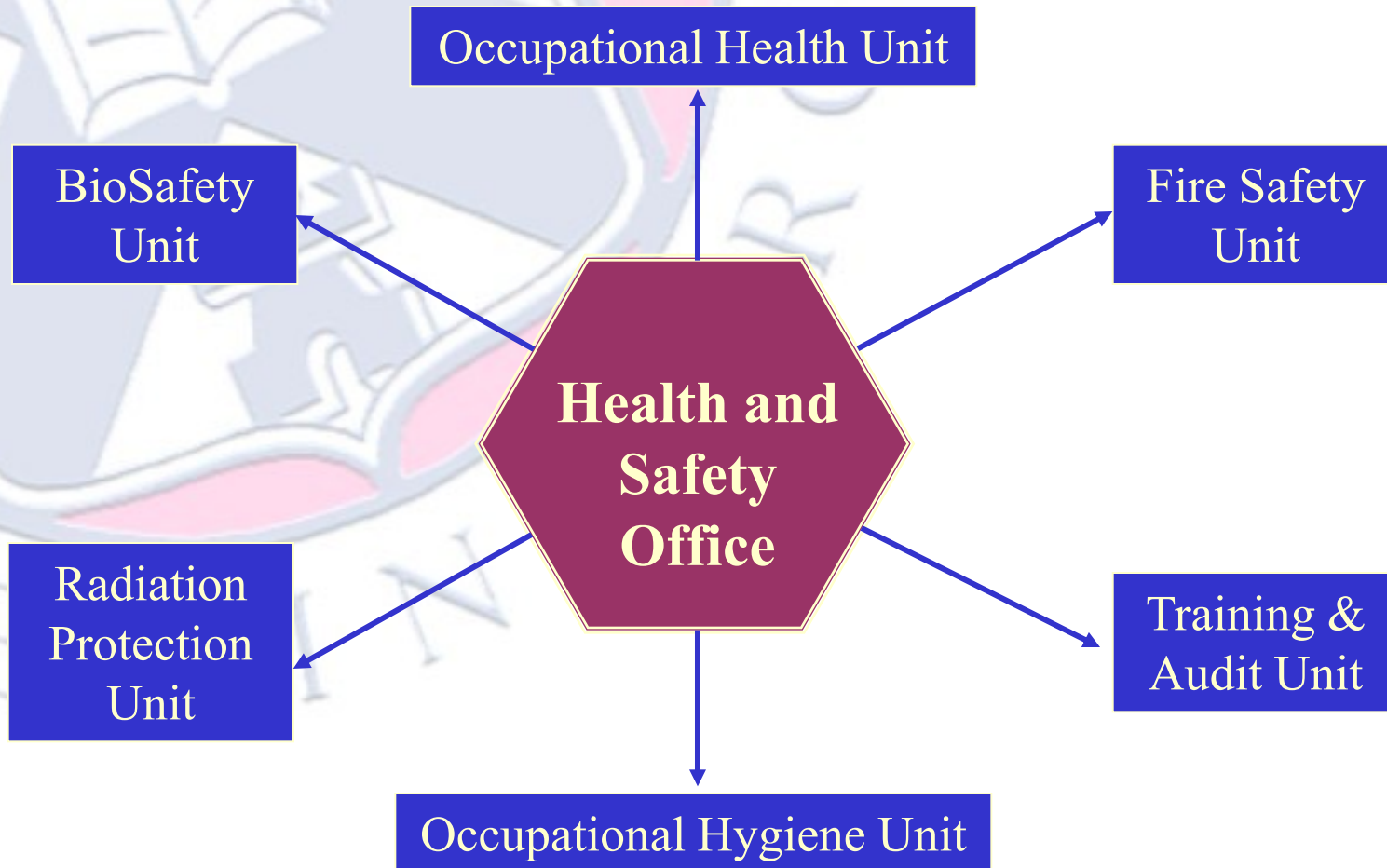


Individual Responsibilities

- Assist in **Hazard Recognition**
- Contribute to **Risk Assessment**
- Implement **Control Measures**
- **Avoid being negligent!**



Health and Safety Department



Health and Safety Department

Locations:

Health and Safety Office
BioSafety Unit
Occupational Hygiene Unit
Radiation Protection Service

Charles Stewart
House,
Chambers Street

Fire Safety Unit

41, Forrest Road

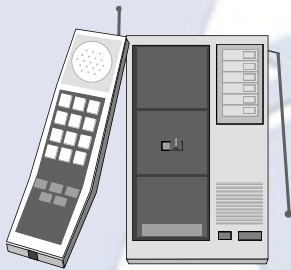
Occupational Health Unit

Drummond Street
Annexe



Health and Safety Department

Contacts:



651 4255

Health.Safety@ed.ac.uk

Fire@ed.ac.uk

Occupational.Health@ed.ac.uk

Occupational.Hygiene@ed.ac.uk

Biosafety@ed.ac.uk

Radiation@ed.ac.uk

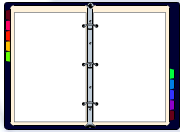
Safety.Training@ed.ac.uk



Sources of Information



University Health and Safety Policy



School/area Health and Safety Policy



School Safety Adviser



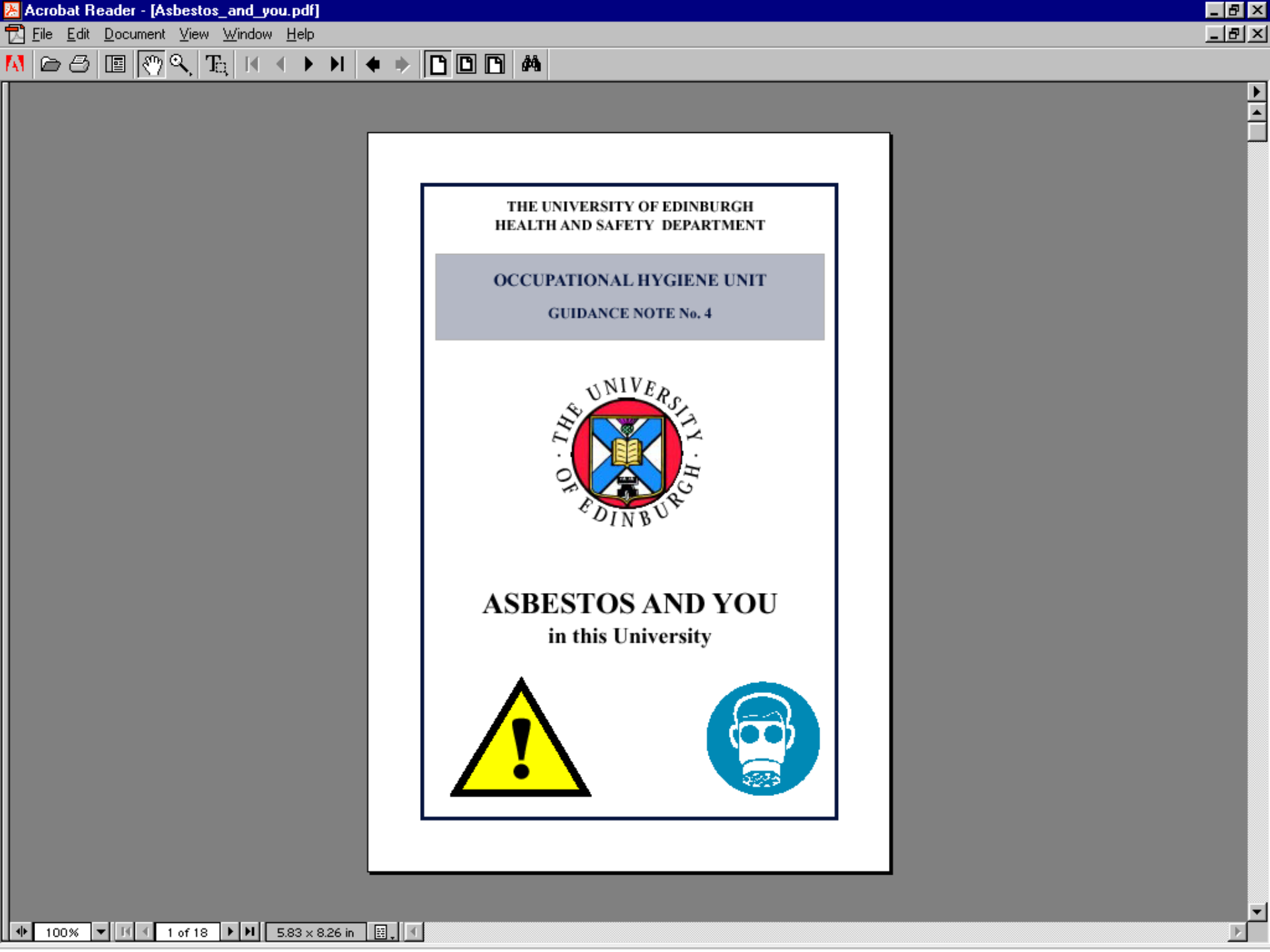
Health and Safety Department



World Wide Web

Demonstration of Health and Safety Department web site

<http://www.safety.ed.ac.uk>



THE UNIVERSITY OF EDINBURGH
HEALTH AND SAFETY DEPARTMENT

OCCUPATIONAL HYGIENE UNIT

GUIDANCE NOTE No. 4



ASBESTOS AND YOU

in this University



<http://www.hse.gov.uk/hsehome.htm>



Welcome to the Health & Safety Executive

HSE In Action

What's New

Contact Details

Research

Information Sources

Feedback



[Good Health is Good Business](#)

[Published Details of Rail Signals
Passed at Danger](#)

[Recruitment into HSE](#)

[Download Free Leaflet \(576kb\)](#)

[During February 2000](#)

[RECRUITMENT](#)

To return to the HSE home page from anywhere in this site, click the HSE logo in the top left hand corner of the page.

[large print.](#)

 **HSE's mission is:**

To ensure that risks to people's health and safety from work activities are properly controlled.

 CCTA

Search

FAQs

Signposts

No-Frames



Information sources

Health & Safety Executive

- [HSE Books](#)
- [Published Info.](#)
- [Electronic Info.](#)
- [FOI](#)
- [European Agency](#)



Information Sources:

Use this section to link to various sources of Health and Safety related information

[Search](#)[Signposts](#)[FAQ's](#)[No-Frames](#)



Leaflets about Hazards at Work

Here you will find the text of HSC/HSE leaflets relating to hazards at work. Also included is information that will help to identify and control the risks that may arise from workplace hazards.

Information below is arranged alphabetically by broad topic heading. Click on the topic of interest to find a list of all the titles on that subject.



This graphic indicates a link to the Welsh version of a document.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

A

[Agriculture](#)

[Airports](#)

[Access to HSE Information](#)

[Asbestos](#)

[Offices](#)

[Onshore](#)

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P

[Passive Smoking](#)

[Pesticides](#)

[Pressure Systems](#)

[Provision and Use of Work Equipment](#)

[Personal Protective Equipment](#)

[Plastics Industry](#)

[Printing](#)

R

[Radiation](#)

[Repetitive Strain Injuries \(RSI\)](#)

[Rubber](#)

[Railways](#)

[Risk Assessment](#)

S

[Safety Management](#)

[Sewage](#)

[Small Firms](#)

[Safety Signs and Signals](#)

[Slips, Trips and Falls](#)



Hazards at Work - Risk Assessment

[A guide to risk assessment requirements](#)

[Five steps to risk assessment](#)

[Five steps to risk assessment](#)



Updated on Internet 14/07/98

[Back to Hazards at Work](#)



FIVE STEPS to RISK ASSESSMENT

Contents

- [Introduction](#)
- [How to assess the risks in your workplace](#)
 - [STEP 1: Look for the hazards](#)
 - [STEP 2: Decide who might be harmed and how](#)
 - [STEP 3: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done](#)
 - [STEP 4: Record your findings](#)
 - [STEP 5: Review your assessment and revise it if necessary](#)
- [Getting Help](#)
- [HSE Offices](#)
- [5 Steps outlined](#)
- [Risk Assessment form](#)

Introduction

This leaflet aims to help employers and self-employed people to assess risks in the work-place. It is aimed at firms in the commercial, service and light industrial sectors. What is risk assessment?



HEALTH AND SAFETY LAW

What you should know

Your health, safety and welfare
at work are protected by law.

Your employer has a duty to protect you and
keep you informed about health and safety.

You have a responsibility to look after
yourself and others.

If there is a problem, discuss it with
your employer or safety representative,
if there is one.

This leaflet is a brief guide to health and safety law. It does not
describe the law in detail, but it does list the key points.



HSE web site



View information
on line



Download
information for
distribution.



General Risk Assessment Form RA1

(Refer to Notes for Guidance before completing this form)

Department Assessment No.	
Title of Activity:	
Location(s) of Work:	

Brief Description of Work:

Hazard Identification: Identify all the hazards; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required. Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document. Specific assessments are available for hazardous substances, biological agents, display screen equipment, manual handling operations and fieldwork. See http://www.safety.ed.ac.uk/safenet_guide.htm for details.

Hazard (s)	Risk L / M / H	Control Measures (i.e., alternative work methods / mechanical aids / engineering controls, etc.)

**Continue on separate sheet if necessary*

Engineering Controls: Tick relevant boxes

<input type="checkbox"/> Guarding	<input type="checkbox"/> Extraction (LEV)	<input type="checkbox"/> Interlocks	<input type="checkbox"/> Enclosure
Other relevant information (incl. testing frequency if appropriate):			

Personal Protective Equipment (PPE): Identify all necessary PPE.

<input type="checkbox"/> Eye / Face	<input type="checkbox"/> Hand / Arm	<input type="checkbox"/> Feet / Legs	<input type="checkbox"/> Respiratory
<input type="checkbox"/> Body (clothing)	<input type="checkbox"/> Hearing	<input type="checkbox"/> Other (Specify)	
Specify the grade(s) of PPE to be worn:			
Specify when during the activity the item(s) of PPE must be worn:			

Non-disposable items of PPE must be inspected regularly and records retained for inspection

Persons at Risk: Identify all those who may be at risk.

<input type="checkbox"/> Academic staff	<input type="checkbox"/> Technical staff	<input type="checkbox"/> P'Grad students	<input type="checkbox"/> U'Grad students
<input type="checkbox"/> Maintenance staff	<input type="checkbox"/> Office staff	<input type="checkbox"/> Cleaning staff	<input type="checkbox"/> Emergency personnel
<input type="checkbox"/> Contractors	<input type="checkbox"/> Visitors	<input type="checkbox"/> Others	



University of Edinburgh

Form HS1



Risk Assessment Form: Work Involving Hazardous Substances



Accident and Incident Reporting

- ✦ Legal requirement
- ✦ Individual remedial action
- ✦ University wide view



ACCIDENT INCIDENT OCCUPATIONAL ILL HEALTH REPORT BOOK

Forms in this book must not be used to report instances of sickness or ill health which have no known (or suspected) occupational connection

Department:

THE UNIVERSITY of EDINBURGH



THE UNIVERSITY OF EDINBURGH



Report of an Accident, Dangerous Occurrence or Incident.

[A Guide to Completing this report](#)

*Any fieldname below highlighted in **bold** is mandatory and must be completed.*

Explanations of fieldnames are available by following the relevant information (i) hyperlinks.

A Date, time and place of accident, dangerous occurrence or incident.

Date (DD/MM/YYYY) :

Approx. Time (24hr - 00:00) :

Location of Incident, etc (i) :

Management Unit -ie School, Dept (i) :

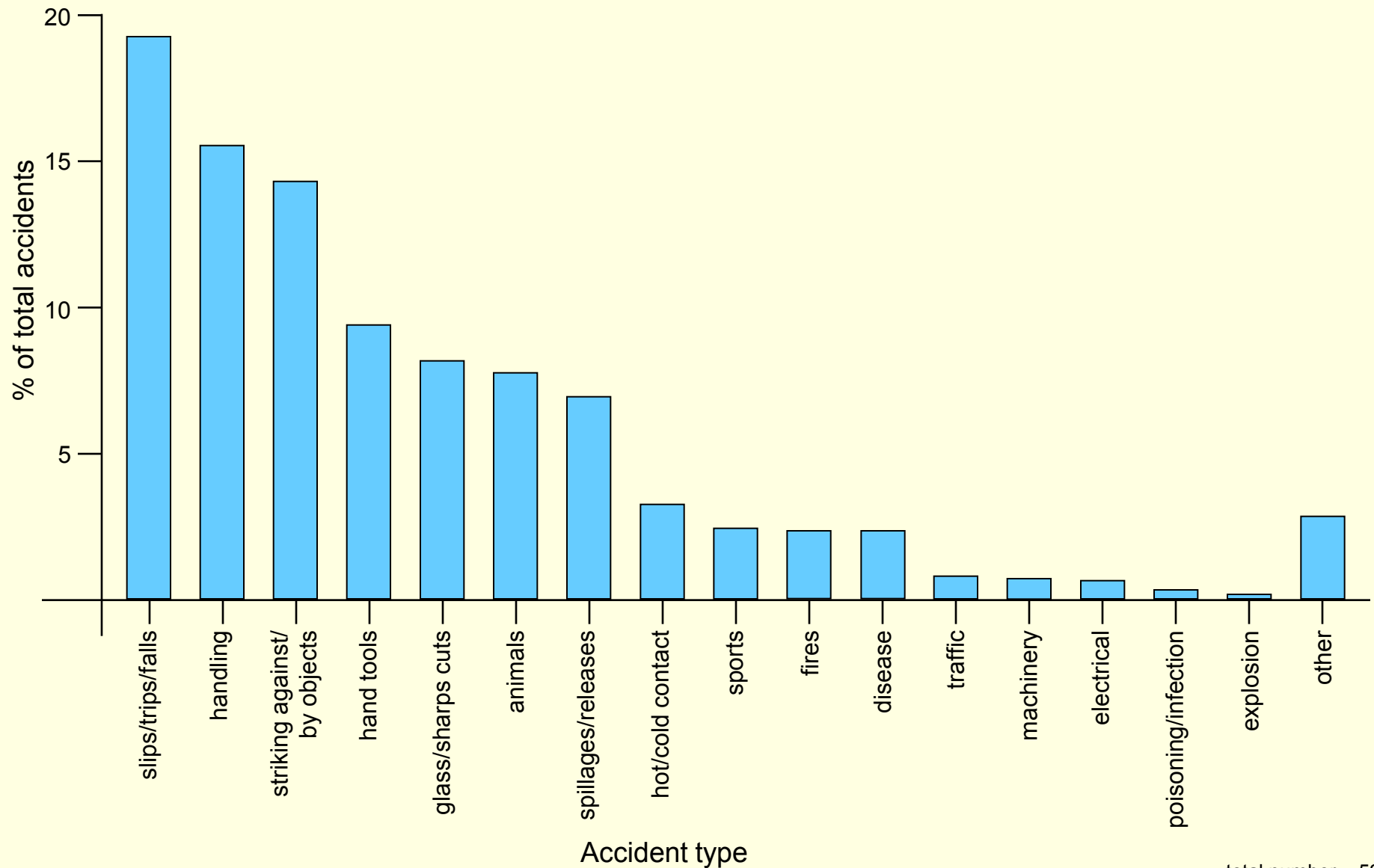
Section/Unit etc :

Are you reporting a *Dangerous Occurrence* (i.e., a *Non-Injury* incident, *Near Miss*, etc) (i) :

B1 The person injured or involved in the accident, incident etc.

First Name(s) :

Accident / incident statistics 01-02



total number = 529

Health and Safety Awareness Session 2

Risk Assessment

- Generic treatment
- Types of risk assessment
- Sources of help and tools to assist
- SAFENET

