



THE UNIVERSITY
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How the Policy, Codes of Practice and
Guidance sections of H&S website will be structured

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www.ed.ac.uk/health-safety

Current layout of Policy on H&S websites

- On main H&S Website - shared contents page with current Codes of Practice plus link to guidance section of main H&S website
 - No direct links to subsites
- One page with links to pdf copies of all 8 parts of the current policy plus the keynote guide
 - Golden copy of UoE Policy on this page
- On subsites, Policy, where applicable, has a higher profile
- But currently no specific Policy section for occupational health areas

Current layout of Codes of Practice on H&S websites

- Two sections of the H&S Policy have Codes of Practice
 - Part 5 Chemical laboratories
 - Part 7 Radiation protection, split into 3 sections
 - Part 7-1 - Ionising radiations
 - Part 7-2 - Non-ionising radiations
 - Part 7-3 - Laser equipment
- Chemical Labs section not easy to find – buried within Policy section of H&S website
- Radiation section easier to find as high level on RPU website

Current layout of guidance on H&S websites

- Main Health and Safety website including;
 - General safety, hazardous substances, general laboratory safety, personal protective equipment, etc.
- Biosafety website
- Radiation Protection website
- Fire Safety website
- Occupational Health website

Aims of new structure

- Be clear what is Policy, Framework, Codes of Practice and guidance
- Cross reference to ensure all information on topics is linked
- Easy to find on the websites
- Simple to manage and update as required

What's not changing

- There will still be 5 websites as before (although all moving to EdWeb in the very near future so will look slightly different)
- Golden copy on the websites – either printable as webpages or pdf/word documents
- Golden copy dated and all previous versions should be discarded and replaced

Possible s

- Codes of practice and
 - essentially leave as
 - choose one of the c
 - websites consistent
- HSE model
 - similar layouts to Ap
 - Policy
 - CoP
 - Guidance
 - Information on one
 - Topic?
 - Types of staff?
 - Any other division?
- Any other bright idea

Health and Safety Department

Contact

Health and Safety home University home Schools & departments Health and Safety Department Guidance **Personal Protective Equipment**

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Policy / Codes of Practice

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Safety Roles

Guidance

Personal Protective Equipment

Policy and guidance which are relevant to the selection and use of personal protective equipment.

Section 13 Personal protective equipment Policy Arrangements

Section 13 of the University Health and Safety Policy - Framework: Arrangements covers the use of personal protective equipment in general but also including more details on respiratory protective equipment and gloves.

[Section 12 Personal protective equipment Policy Arrangements](#)

Section 13.1 Respiratory protective equipment

Guidance and advice on respiratory protection

[Risk assessment](#)

[Selection of masks and filters](#)

[Working with laboratory animals](#)

[Cleaning, examination and maintenance](#)

[Respiratory 'face' testing](#)

Section 13.2 Gloves

Guidance and advice on hand protection

[Risk assessment](#)

[Guidance on selection and use of gloves](#)

[Working with biological materials](#)

Prescription safety spectacles

Guidance and advice on prescription safety spectacles

[Prescription safety spectacles](#)

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by staff type) and make other
n between;

This is where you come in!

- Group exercise
 - what do you want from this tier of guidance?
 - how would you like to see h&s guidance structured?
 - how would you like to access this online guidance?
- In groups, discuss the questions above then use the sheets of paper and pens to write down ideas on the layout/structure etc.
 - crib sheet to assist on each table as well as copies of the policy and framework
 - when thinking about the structure, it might be helpful to think about what different types of staff would need/like
 - Academic staff/Principle Investigator/Safety person/administrative
 - appoint a note taker and someone else within the group to feed back at the end of this session what the top themes of the group were
 - Approx 30 minutes for discussion
 - Approx 15-20 minutes feedback
 - remember there are 5 websites to think about with, possibly!, quite different requirements from the users
 - each table will have a member or two of the H&SD who is there to assist with any queries/issues
- We will collate all ideas and evaluate and try and incorporate them as appropriate