

Health & Safety Bulletin



Issue 4

May 2012

International Safety Award



WINNER
MERIT
BRITISH SAFETY COUNCIL

The University of Edinburgh has been awarded the prestigious British Safety Council International Safety Award for the second year running.

The award recognises achievement in effective health and safety management and is acknowledged by the Health and Safety Executive.

The award followed a rigorous assessment of the University of Edinburgh's health and safety policies and procedures by an independent adjudication panel.

The University demonstrated that it is committed to the promotion of a positive safety culture and provided clear evidence about the improvements it has achieved in health and safety during the previous year.

Control of Substances Hazardous to Health (COSHH) forms



Following user feedback, a working group was set up to review the current template COSHH forms.

This working group consisted of a selection of volunteers from the University community both from scientific and medicine backgrounds. As a result of this group a new COSHH form was

tried in a few areas around the University in the second half of 2011 where it was largely welcomed. A few minor changes were requested and have now been incorporated in the final version.

HS1 and HS2 have been replaced by one simple form with accompanying in depth guidance on how to complete the form as well as general COSHH guidance. HS1 and HS2 are still available on our website for reference at the moment.

There is no need to re-do your current COSHH forms simply to put them in the new form format. However, you may wish to use the new form when your current form is due for review or following any incidents which require the risk assessment to be reviewed. If you use your own custom forms then you can of course continue to use these. The new form is simply provided as an option.

The form and guidance can be found at: www.ed.ac.uk/schools-departments/health-safety/risk-assessments-checklists/risk-assessments

If you have any comments or queries, please contact Candice.Schmid@ed.ac.uk

Please note that form B1 should still be used if there are any biological hazards involved in your work. This is available on the Biosafety website as well as in depth guidance, www.ed.ac.uk/schools-departments/health-safety/biosafety/forms/risk-assessments and www.ed.ac.uk/schools-departments/health-safety/biosafety/policy

Changes to Regulation 3 of RIDDOR following the Young Review

From 6 April 2012, the Reporting of Accidents, Incidents and Dangerous Occurrences Regulations (RIDDOR) requirement for reporting over three day injury's changed. From then the trigger point will increase from over three days' to over seven days' inability to work due to the accident (not counting the day on which

the accident happened). This includes actual absence but also if the staff member is unable to fulfil their normal duties and is put onto light or different duties.

It would be helpful if staff who deal with absence management are made aware of this fact and encouraged to contact the Health and Safety Department if this occurs.

They can email Incident.Reporting@ed.ac.uk

Updated guidance leaflets are available from the Health and Safety Executive (HSE) at: www.hse.gov.uk/pubns/indg453.htm

The official press release from the HSE is available at: www.hse.gov.uk/riddor/reporting-change.htm

University Health and Safety Committee and local committees



The University Health and Safety Committee reports directly to the University Court, and is responsible for the setting of policy in all areas of occupational safety and health within the University. The Committee meets twice per year, usually in the Spring and the Autumn.

List of members, minutes, papers and date of next meeting are available on the University Health and Safety Committee intranet. Please note that papers are 'Closed' until ratified at the next Committee meeting. www.committee.safety.ed.ac.uk/index.cfm

Contact with local health and safety committees

The central Health and Safety Committee would seek to encourage local committees to bring forward items of particular significance and/or general interest or value from their own committees to the University Health and Safety Committee, and to help disseminate locally messages/information coming from the central Committee.

Please email the Secretary to the University Health and Safety Committee with any issues you would like considered. Alastair.Reid@ed.ac.uk

Individuals wishing to highlight an area of concern

In addition, a flow chart has been produced which highlights possible routes for an individual employee to take forward a health and safety query/issue. This flow chart has been approved by the University Health and Safety Committee and is available below. The chart was sent to all convenors of local safety committees on 6th April 2011 with a covering letter by Alastair Reid.

Flow chart with routes of possible contact -

www.docs.csg.ed.ac.uk/Safety/general/hsc_comms_routes.pdf

Communication with Local Health and Safety Committees - 06/04/2011

www.docs.csg.ed.ac.uk/Safety/news/circulars/2011_communication_%20h&s_%20committees.pdf

Information on local health and safety committee requirements and structure can be found in our 'Safety roles' section. www.ed.ac.uk/schools-departments/health-safety/safety-roles/local-committees

New Administrative Assistant at Occupational Health Unit

Helen Gilroy has moved from the Corporate Health and Safety Office to the Occupational Health Unit. Helen has taken up this challenging new role as of the

1st of May and can be contacted on 50 8190. Her email remains the same but she will now be based at Drummond Street Annex. For any administra-

tive or financial queries for the corporate office please email Health.Safety@ed.ac.uk or call 51 4255.

Traffic accidents

Can you please remind all staff that all traffic accidents,



if using a University vehicle or own vehicle on University business, should be reported via the Accident and Incident reporting system as well as to the Insurance Office.

This includes any accident involving a collision between any combination of vehicles, cycles and pedestrians occurring on campus roads or during University activities (for example field work) on public roads.

These can either be reported online at: www.ed.ac.uk/schools-departments/health-safety/accident-reporting/accident-form or via the paper form which is normally available at building receptions or from your schools/departments main office.

The Insurance forms can be found on the Insurance website at: www.ed.ac.uk/schools-departments/finance/about/sections/insurance/forms

Contact Details

Health and Safety Department
Charles Stewart House
9-16 Chambers Street
T: 651 4255
E: Health.Safety@ed.ac.uk
W: www.ed.ac.uk/health-safety

Forthcoming Training Courses

- Basic Course in Radiation Protection in Teaching and Research (6th and 13th June 2012)
- Laser Safety Course (20th June 2012) www.ed.ac.uk/schools-departments/health-safety/radiation-protection/training/timetable
- Biosafety Courses (May 2012) www.ed.ac.uk/schools-departments/health-safety/biosafety/training/timetable
- Fire Steward and Fire Extinguisher theory and practical use (26h June 2012) www.ed.ac.uk/schools-departments/health-safety/fire-safety/training/timetable
- Defensive Driving Course (6th June 2012) www.ed.ac.uk/schools-departments/health-safety/training/timetable

For more information on H&S training courses go to www.ed.ac.uk/schools-departments/health-safety/training