

# Health & Safety Bulletin



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## First aid boxes content update



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The minimum requirements for a first aid box have recently been updated in line with BS8599-1.

The main changes are the addition of the following items to be included in the first aid box :

- Sterile Finger Dressings
- Foil Blanket (Emergency)
- Burn Dressing and/or Cooling Gel
- First Aid Shears (capable of cutting through clothing)
- Conforming Bandage

All University First Aiders have been informed of these updated requirements during the last round of refresher and basic first aid courses and the list available on our website has also been updated as required. <http://edin.ac/2pKsZMR>

Please ensure that all first aid boxes held on University properties are updated as detailed above. These items can be purchased from various outlets, from local pharmacies to online stationery catalogues including Office Depot, St John Supplies and Quallsafe.com. They are also available from the Pharmacy, Richard Verney Health Centre, 6 Bristo Square, Ext. 50 2525.

## COSHH Health record project update

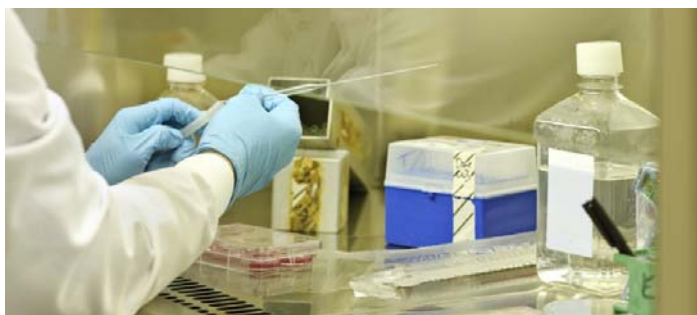
As many of you will know, we are working in conjunction with Information Services to develop a mechanism to collate existing data, from various University sources, to provide a consolidated electronic Health Record for those members of the University community who may encounter hazardous substances that are subject to health surveillance, particularly laboratory animal allergens.

The resulting database will enable the University to provide, in an efficient manner, the data required by the Control of Substances Hazardous to Health Regulations (COSHH).

The project will also deliver an application that will support multi-user access within the University to maintain the database. The application will also include restricted views, and notifications to authorised personnel to help them ensure that only approved people can access their facilities.

More detail around the proposed scope of the project can be found on the projects website at <http://edin.ac/2pKseDu>

We are still in the early stages of development but we are hoping that the COSHH Health record project team (consisting of various key stakeholders throughout the University community) will be able to test some functionality in the near future.



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## University Biological Safety Committee

The University Health and Safety Committee has established a new sub-committee called the University Biological Safety Committee. The membership includes biological safety advisers, safety managers and safety and health advisers. This committee will oversee matters relating to biological safety across the University and will report to the University Health and Safety Committee on aspects such as

compliance, policy and guidance, training and serious incidents. <http://edin.ac/2p98vcA>



## Hard copy accidents and incidents books

The University has had an online form for submitting accidents and incidents for over 15 years, with a new and improved system launched in 2014. Parallel to this online form, we also used triplicate hard copy accidents and incidents books for areas that did not have access to a PC.

Each year, we have seen a marked decrease of paper hard copies being sent to the Health and Safety Department with none in 2017 so far and a very small number in 2016.

We are therefore retiring the old system of paper submissions. However, we do still have a number of hard copy accident and incidents books should any schools or departments still wish to use this system in the short term. Please contact us with your address and number of books required by the end of June 2017 and we will send them to you.

The online form can be found at [www.accidents.is.ed.ac.uk](http://www.accidents.is.ed.ac.uk) with full guidance on how to complete the forms at <http://edin.ac/1G2HQQY>

## New Guidance Note RPGN017 - Safe working with enclosed x-ray (excluding diffractometry) apparatus

The operation of any item of electrical equipment emitting ionising radiation and containing components operating at a potential difference of more than 5kV has the potential to cause harm following exposure.

The University already provides specific advice on x-ray apparatus where it is deemed that there is an elevated risk to persons operating, or in the vicinity of, the x-ray equipment.

Examples are: Veterinary radiography, x-ray diffractometry and Computed Tomography (CT).

The University also has a variety of equipment that emits x-radiation in which the x-ray source is wholly contained within an outer enclosure and access to the main beam is controlled by an interlocking mechanism; this is referred to as 'enclosed x-ray apparatus'. Examples are: Faxitron cabinets, Electron Microscopes, fully enclosed micro-CT equipment.



The risk to those persons operating enclosed x-ray apparatus is low, provided that the equipment is performing as expected, and specific guidance on training, Local Rules, Schemes of Work and monitoring can be found in a newly issued Guidance Note at <http://edin.ac/2p9ASHw>

## Guidance on BA and GM risk assessment on the Biosafety Unit website

The Biosafety Unit (BSU) provides detailed guidance for Schools and Principal Investigators about biological agent risk assessments and genetically modified organism risk assessments and essential regulatory requirements.

The biological safety guidance was revised and updated last year. Please ensure that staff and research students in your School are made aware of the guidance which can be found on the BSU website at <http://edin.ac/2p9i3nZ>



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## Contact Details

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## Forthcoming Training Courses

- **Transport of Biological Material** - 30th May 2017, <http://edin.ac/2pKJLvc>
- **First Aid at Work Annual Refresher Training** - 2nd June 2017, <http://edin.ac/2rCrnpG>
- **Defensive Driving** - 6th June 2017, <http://edin.ac/2pMZUh6>
- **Basic Course in Radiation Protection in Teaching and Research** - 7th and 14th June 2017, <http://edin.ac/2pTsGAb>
- **Laser Safety** - 16th June 2017, <http://edin.ac/2pKMqoH>

For more information on H&S training courses go to [www.ed.ac.uk/schools-departments/health-safety/training](http://www.ed.ac.uk/schools-departments/health-safety/training)