

# Health & Safety Bulletin



Issue 2

September 2011

## Guidance for local health and safety committees



Local health and safety committees should be ap-

pointed to oversee specific health and safety issues within a school or management unit.

Low risk schools who do not require a health and safety committee should have health and safety as a standing item on the agenda of an appropriate school committee.

The requirement to set up local health and safety committees comes from the University Health and Safety Policy - Part 1 Framework, Section 4.6.6 (full copy of Part 1 available at:

[www.docs.csq.ed.ac.uk/Safety/Policy/Part1.pdf](http://www.docs.csq.ed.ac.uk/Safety/Policy/Part1.pdf)

Further guidance is provided on our website at: [www.ed.ac.uk/schools-departments/health-safety/safety-roles/local-committees](http://www.ed.ac.uk/schools-departments/health-safety/safety-roles/local-committees) including remit, membership and frequency as well as how to contact the University Health and Safety Committee.

## International Safety Award

The University of Edinburgh successfully achieved the prestigious British Safety Council International Safety Award in April 2011.

The award recognizes 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.



## Personal Emergency Evacuation Plan (PEEP)

PEEPs are advance plans for those who may need assistance or special arrangements during an emergency evacuation. The instigation and formulation of a PEEP lies with the School responsible for the student but is a joint effort involving the School/Department, the disabled person, Estates and Buildings and the Fire Safety Unit. Further guidance plus a PEEP proforma is available online at:

[www.ed.ac.uk/schools-departments/health-safety/fire-safety/policy-and-guidance/disabled-evacuation](http://www.ed.ac.uk/schools-departments/health-safety/fire-safety/policy-and-guidance/disabled-evacuation)

## Face Fit Testing



All staff who, after a risk assessment has been completed, are required to wear a tight fitting face mask, must undertake a facefit test before commencing work.

The Health and Safety De-

partment runs the in-house facefit testing programme. Individual tests take approximately 30 minutes including respirator fit training. The test requires some simple exercises to be undertaken whilst wearing the respirator.

After the test, each person

will be supplied with a mask, suitable filters and a test card showing which mask they have been fitted for. Their supervisor will receive the full results of the test.

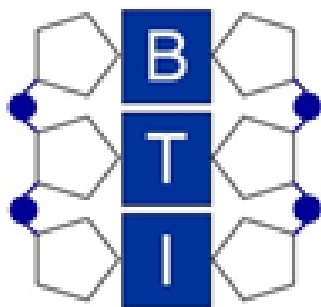
Further information is available at: [www.ed.ac.uk/schools-departments/health-safety/guidance/ppp/facefit](http://www.ed.ac.uk/schools-departments/health-safety/guidance/ppp/facefit)

## Biosafety Training Institute (BTI)

The Biosafety Training Institute has been formed as a training services provider delivering accredited biosafety training courses to a specialist and specific audience, initially within the Higher Education sector.

Its tutors are a group of renowned and experienced biosafety professionals working within Tertiary Education in Scotland and Northern England.

The Institute of Safety in Technology and Research



(ISTR) have accredited the course materials used by the BTI.

Once attendees have completed all of the units provided in this 5 day course (and passed the assessment),

they can become registered by ISTR as Level 1 Practitioners if they have two years' relevant experience.

University of Edinburgh staff will receive a 50% discount off the list price of £1200.

If you would like to find out more or information on booking a place, please go to our website at:

[www.ed.ac.uk/schools-departments/health-safety/training/bti/](http://www.ed.ac.uk/schools-departments/health-safety/training/bti/)

## Mercury thermometers

Mercury thermometers are no longer recommended for use in the University (apart from some very specific uses) due to their hazardous properties if broken and mercury is spilled.

However, some Schools will more than likely still have some in their labs.

Schools should try and limit the use and storage of mercury thermometers and try and replace them as soon as possible with other non-mercury types, for example alcohol thermometers.

If a mercury thermometer is broken, please ensure you follow your local rules for the clean-up and disposal of mercury and use any mercury spill kits provided, and report any incidents to the Health and Safety Department as well as your local safety adviser.

## Cancer in the workplace

Cancer is unfortunately a common illness and with this in mind we thought it may be helpful to highlight a useful resource whether you are an employee, carer or manager.

Macmillan Cancer Support provide materials, support and information about work and cancer. Macmillan aim to "ensure people affected by cancer feel supported in their decisions and that employees and managers have the information and support they need to work through cancer."

[www.macmillan.org.uk/Cancerinformation/Livingwithandaftercancer/Workandcancer/Workandcancer.aspx](http://www.macmillan.org.uk/Cancerinformation/Livingwithandaftercancer/Workandcancer/Workandcancer.aspx)

The link below leads to a particularly useful group of videos offering scenarios of what may happen within the workplace and giving useful guidance.

[www.macmillan.org.uk/Cancerinformation/Livingwithandaftercancer/Workandcancer/CancerInTheWorkplace.aspx](http://www.macmillan.org.uk/Cancerinformation/Livingwithandaftercancer/Workandcancer/CancerInTheWorkplace.aspx)

The Occupational Health Unit (OHU) are available to assist with advice where required. You can contact the OHU by telephone on 650 8190 or email [occupational.health@ed.ac.uk](mailto:occupational.health@ed.ac.uk)



## Accident and Incident Statistics

Yearly statistics for all accidents and incidents recorded by the Health and Safety Department are available at:

[www.docs.csg.ed.ac.uk/Safety/general/annual\\_statistics.pdf](http://www.docs.csg.ed.ac.uk/Safety/general/annual_statistics.pdf)

## Contact Details

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

## Forthcoming Training Courses

- Basic Course in Radiation Protection in Teaching and Research (October 2011)
- Laser Safety Course (October 2011) [www.ed.ac.uk/schools-departments/health-safety/radiation-protection/training/timetable](http://www.ed.ac.uk/schools-departments/health-safety/radiation-protection/training/timetable)
- Biosafety Courses (October 2011) [www.ed.ac.uk/schools-departments/health-safety/biosafety/training/timetable](http://www.ed.ac.uk/schools-departments/health-safety/biosafety/training/timetable)
- Fire Steward and Fire Extinguisher theory and practical use (24th November 2011)
- Fire Awareness (24th November 2011) [www.ed.ac.uk/schools-departments/health-safety/fire-safety/training/timetable](http://www.ed.ac.uk/schools-departments/health-safety/fire-safety/training/timetable)

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)