



Health & Safety Bulletin



Issue 8

September 2013

Changes to accident reporting categories

From 1st October, some of the RIDDOR accident reporting criteria are changing. The main changes are to simplify the reporting requirements in the following areas:

- ⇒ The classification of 'major injuries' to workers is being replaced with a shorter list of 'specified injuries'.
- ⇒ The existing schedule detailing 47 types of industrial disease is being replaced with eight categories of reportable work-related illness.
- ⇒ Fewer types of 'dangerous occurrence' will require reporting.

These changes do not affect Schools directly as the Health and Safety Department will continue to report any pertinent incidents to the Health and Safety Executive.

Further information on these changes can be found on the HSE website at:
www.hse.gov.uk/riddor/october-2013-changes.htm



Healthy Working Lives Gold Award

The University has been successful in renewing the Gold level Healthy Working Lives (HWL) award.

The HWL Award Programme supports employers and employees to develop health promotion and safety themes in the workplace. This award highlights the University's commitment to promoting a safer, healthier workforce.

The University initially obtained the Gold level HWL award in May 2010. This award was valid for three years, and a re-assessment visit took place in May 2013 with an NHS Health Promotion Adviser.



The re-assessment visit provided NHS Scotland, the awarding body, with reassurance that the University is maintaining the standards set out by the award scheme, and offered an opportunity to discuss how we continue to promote the University as a healthy workplace.

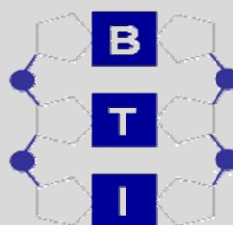
"Renewing this Gold level award is a fantastic achievement. The award acknowledges the wide range of health and wellbeing initiatives which are available to staff across the University. Many of these rely on the dedication and enthusiasm of staff, who continue to organise, promote and actively participate in the many varied activities and events which take place throughout the year, and this award recognises their effort and hard work." Karen Darling, Deputy Director of Health and Safety

For more information please visit the University Health and Wellbeing website at: www.ed.ac.uk/staff-students/staff/health-wellbeing/home

Biosafety Training Institute update

The Director of Health and Safety, Alastair Reid, and the University's Biological Safety Adviser, Chris Perrons, made a poster presentation on the development of the University's Biosafety Training Institute (BTI), at the 2013 European Biosafety Association (EBSA) Conference.

Participation in this conference allowed us to highlight progress with this project, and facilitated valuable discussion with HE colleagues in other countries in Europe and be-



yond, and colleagues from quite different employment sectors.

In parallel, the University's collaboration with the Autonomoma University of Barcelona (AUB) on biosafety training also moved forward, with AUB's biosafety special-

ist attending the BTI's core course in April, and also being given the opportunity to present information on AUB's central control of biosafety activity, to members of the BTI.

Chris Perrons and Lawrence Dickson (Training and Audit Co-ordinator) also presented a stand at the recent BioDundee Conference, to help spread the word outwith the HE sector, on what the BTI's training programme has to offer.

RETAIN

The Health and Safety Department has been working in conjunction with IS Applications Projects Services in building an online recording and reporting system for radioactive and biological materials in the University.

Many users within a number of Schools have been involved in this project over the last 7 months and their input has been invaluable in helping us build a system that will help us in fulfilling our statutory obligations with regards to recording these



materials. It will also make researchers, RPS's and BSO's lives easier by enabling them to record all usage and holdings as well as submit various figures to the Health and Safety Department on a regular basis. We are now at the

stage of final testing and will soon be rolling out the system to Schools for an extensive trial period to ensure it fulfils all our requirements. We will contact Schools representatives directly regarding this trial period.

If you are interested in the system but have not had any previous contact with it, please see the wiki at: www.wiki.ed.ac.uk/display/retain/Home for more information.

Update on Cardinus DSE system



The Cardinus online system for display screen equipment (DSE) training and risk assessments has now gone live. Each school has at least one Administrator trained in the use of the administration software, PACE. Many Schools also now have DSE Assessors who have had extra training in how to help staff with DSE issues.

Each member of staff should by now have received an email informing them of the system advising them to wait for an invite from the Administrator in their area to complete the training and risk assessment or that some Schools have chosen to continue using a different system to undertake DSE training and risk assessments (copy of the message sent to all staff is available at: www.ed.ac.uk/schools-departments/health-safety/news/circulars)

Full guidance on the system is available at: www.ed.ac.uk/schools-departments/health-safety/training/e-learning/cardinus

The previous paper form is also still available for anyone who wishes to use this.

Acquisition of radiation emitting devices

Following an acquisition a while ago at one of the University's Schools of a small instrument that emits x radiation, we would like to remind our readers about the importance in controlling the acquisition of radiation-emitting equipment. It is important that *before first being used* radiation emitting devices are adequately assessed for radiation safety.



It is also a legal requirement, and such assessments should be done in conjunction with the University's Radiation Protection Unit. The University has a system for authorising radiation workers that, if correctly followed, would identify new radiation sources, and details of this system will be outlined in the revised University Health and Safety Policy. For those Schools who already work with radiation sources, the Radiological Protection Supervisor (RPS) should be keeping an eye open for new radiation sources. However, in the case of the device described above, it was purchased by a School that did not have any existing radiation usage, and therefore no RPS.

School Safety Advisers are reminded to keep an eye or ear open for radiation emitting devices being purchased by School staff, and remind staff of the importance of getting an adequate assessment *before* such devices are used. These devices could either contain a small radioactive source, or a small battery-driven x-ray tube or be mains-powered. Where there is any doubt, do seek advice from the Radiation Protection Unit.

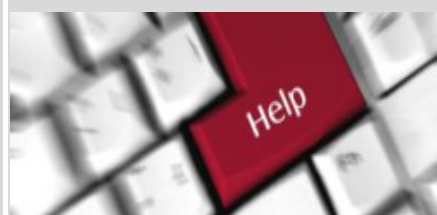
Accident and Incident reporting system update

The Health and Safety Department will shortly begin a project with Applications Projects Services to design and build a new A&I reporting system. The current system has been in use since 2001 and is coming to the end of its natural life. Up to 600 incidents are reported to the Health and Safety Department in each academic year and this has resulted in the current

system holding over 6000 records. The online form has also been moved over various platforms which has resulted in some loss of stability over time.

This new system will remain an online reporting tool with some key improvements, including improved resilience and support from IS and more reporting capabilities for Schools. We hope to launch

the new system within the 2013/2014 academic year.



AURPO Conference 2013



The Radiation Protection Unit and support staff have been busy over the summer arranging and hosting the 52nd Annual Conference of the Association of University Radiation Protection Officers. The AURPO represents Radiation Protection Advisers from University and research institutes throughout the UK; see www.aurpo.org/.

Over 70 delegates attended the one-and-a-half day seminar and the associated exhibition at the South Hall complex, Pollock Halls. The topic for the full day was decommissioning and decontamination, and the opportunity was taken to discuss the local contamination issue at Dalgety Bay. We were pleased to welcome Helen Eadie, MSP for Cowdenbeath, to give the keynote speech.

The conference was rounded off by a Taste of Scotland event on the first night at the magnificent City Council Chambers, and the formal conference dinner on the second night at the Playfair Library.



IiP Renewal Success

We're happy to report that Investors in People have recently confirmed that the Health and Safety Department has successfully renewed our IiP accreditation, following our initial accreditation in 2010. We have managed to graduate to Investors in People bronze accreditation. IiP notes that "This places you at the leading edge of best people management practice in Scotland. Bronze organisa-



tions are advanced Investors in People, using the framework to meet their objectives and progressing well beyond The Standard. This is a fantastic achievement demonstrating an ongoing dedication to your people and a commitment to continuous business improvement."

Thanks are due to all mem-

bers of the Health and Safety Department for supporting this initiative, including the 14 people who gave up their time to be interviewed by the IiP Assessor, and for helping to make the Department (hopefully) a happy and positive workplace!

We understand that we are not far away from IiP Silver level, and hope to make that transition in the not too distant future.

Retirement: Robin Griffiths



Robin Griffiths of the Fire Safety Unit has decided to retire due to ill health - Robin officially left the University on 31st July 2013.

Robin has been with the Department for just over ten years, coming to us from Lothian and Borders Fire Service.

He has become a familiar sight as he travels around the University, carrying out maintenance and testing on our portable fire fighting equipment, and has always been an exemplary employee, going about his work with a cheerful good humour.

We trust that Robin's health will recover rapidly and fully, and that he'll enjoy a long and happy retirement, which has been well-earned!

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Forthcoming Training Courses

- Basic Course in Radiation Protection in Teaching and Research - 2nd and 9th October 2013
- Laser Safety Course - 11th October 2013 www.ed.ac.uk/schools-departments/health-safety/radiation-protection/training/timetable
- Biosafety Courses - October 2013 www.ed.ac.uk/schools-departments/health-safety/biosafety/training/timetable
- Biosafety Practitioner Level 1 (Foundation) - Hybrid, 13th-15th January 2014 www.bti.ed.ac.uk/
- First Aid at Work Annual Refresher - 21st and 31st October 2013
www.ed.ac.uk/schools-departments/health-safety/training/first-aid/first-aid-refresher

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