

## ***Safety Management Tips for HoDS & Departmental Managers (Mar 2011)***

The following should help you recognise the safety aspects that need to be managed in your department, in particular the systems to be set up and the persons nominated to assist in the management of them: -

Safety Induction Training	<i>For all new workers: – use the following list to help - also see details in the DSO handbook &amp; H&amp;S Code of Practice S 17. General Health and Safety Induction training (online) on Safety Services website.</i>
Nominated Safety Assistance	<i>All Departments to have a Departmental Safety Officer; other nominated persons as required depending on activities.</i>
Fire Evacuation	<i>Ensure everyone in your building knows the procedure, and that PEEPs and arrangements are in place for those who need help to evacuate. Appoint Fire Marshals to help clear floors &amp; Door Guards for all exits. Generic plans for visitors needing help to evacuate.</i>
Accident Reporting Procedure	<i>Ensure everyone knows it – complete report forms fully &amp; accurately, send blue copy to Safety Services within 24 hours, remove &amp; file the white copy. Check systems in place to report serious accidents/incidents &amp; “3-day accidents” to HoD &amp; Safety Services.</i>
Accident Report Book Locations	<i>Ensure locations are known to all staff and students e.g. in Departmental Handbook. Check book is used.</i>
Fire Safety Training	<i>Annual training for employees &amp; P/G students – lecture or web training. Lecture for new starters. Check web report.</i>
Out of Hours Work – (if required to work outside normal work hours)	<i>3-yearly training for staff, P/GR &amp; Music U/G students. [Physicians, Registered Nurses, Certificated First Aiders exempt]. No other U/G to work OOH unless supervised. Online training for existing staff &amp; P/GR.</i>
First Aid Cover	<i>Min 2 First Aiders (3-day) in high-risk departments; min 2 Emergency First Aiders (1-day) in low-risk departments. Departments working with Hydrofluoric Acid or cyanides require suitably trained first aid cover for these risks.</i>
First Aid Boxes	<i>Sufficient &amp; located where risk of injuries or in central location. Check contents regularly. Clearly mark locations. Names of first aid trained staff inside box (&amp; in handbook).</i>
Safety Training Records	<i>Ensure you record, or can access (e.g. from Safety Services), records of all safety training undertaken by staff.</i>
DSE Users & Workstations	<i>Appoint DSE Trainer / Assessor. Have system to identify &amp; train “users” to set-up workstation &amp; equipment. Risk assess all workstations &amp; document; rectify deficiencies where necessary. Review assessments as necessary e.g. following relocations or new equipment. Online training &amp; assessment available from Safety Services website.</i>
Manual Handling	<i>Assess all lifting &amp; handling activities likely to expose handler to risks</i>

*of injury & document e.g. weights > 5kg. Manual handling training for people expected to lift & carry as part of their normal job. Safe handling procedures must be used where applicable. Assessors to be competent to assess risks.*

<i>Risk Assessments (including for pregnant workers)</i>	<i>Assess &amp; document all tasks, activities &amp; situations likely to expose persons to significant risks of injury or workplace stress. Assessors must be competent to assess the risks. If you have workers who are pregnant, you must assess the risks of harm arising from processes, working conditions or physical, chemical or biological agents in the workplace</i>
<i>Agency, Casual &amp; Temporary Staff</i>	<i>Must receive the same level of information, training, instruction and supervision as employees. (See guidance)</i>
<i>Field Trips (UCEA guidance available)</i>	<i>Assess risks &amp; identify measures to reduce or eliminate foreseeable risks e.g. bad weather, injuries, getting lost etc. Ensure adequate information, guidance &amp; supervision.</i>
<i>Lone Working (see Guidance &amp; presentation)</i>	<i>Assess risks &amp; identify measures to reduce or eliminate foreseeable risks. Ensure adequate information, guidance &amp; supervision. Lone workers to be competent &amp; trustworthy.</i>
<i>Staff or Students on UK Placements (see guidance on Careers website &amp; UCEA guidance available)</i>	<i>Check employer has Employers &amp; Public Liability Insurance, Safety Policy, safety management system in place, risk assessments of activities, safe working procedures &amp; other systems as appropriate as described in this leaflet. UCEA guidance on Safety Services web pages</i>
<i>Interface with Public</i>	<i>Assess the risks associated with activities and have controls in place to reduce or eliminate foreseeable risks to staff e.g. violence and abuse. Train staff where necessary.</i>
<i>Driving Vehicles (see UoS Policy &amp; Guidance)</i>	<i>Ensure drivers are trained, qualified &amp; licensed to drive the type of vehicle. Implement University Work-related Driving Policy &amp; guidance.</i>
<i>Training &amp; Competence</i>	<i>Ensure activities are performed, or supervised, by trained &amp; competent individuals. If necessary restrict activities, tasks or the use of equipment to named, competent individuals.</i>
<i>Portable Electrical Equipment</i>	<i>Regular testing of electrical integrity &amp; safety, sticker to show when tested &amp; when the next test due. See PAT Policy. Do not use equipment if sticker is out-of-date. (PAT Services can provide this service).</i>
<i>Shared Buildings &amp; Accommodation</i>	<i>Co-operation &amp; coordination with other building users on risk management of activities and contracted work.</i>
<i>Housekeeping &amp; Fire Safety</i>	<i>Ensure fire escape routes &amp; exits are clearly marked &amp; unobstructed; extinguishers &amp; call points unobstructed &amp; wastes managed to prevent accumulations. Ensure fire alarm is tested weekly. If you are planning structural changes, changes in occupancy levels or change of use for any part of your building(s), then please consult with Safety Services.</i>

Insurance Claims	<i>All claims against the University or your Department should be forwarded immediately to the Insurance Section in Finance <u>without</u> acknowledgement to the sender.</i>
Contracted In Labour	<i>To be managed by competent person familiar with the legal requirements. (Course available in Safety Services). Must comply with Managing Contractors Policy.</i>
Workplace Inspections	<i>Regularly inspect all workplaces to check housekeeping, fire safety &amp; other relevant aspects – minimum 1/yr. See checklist in DSO Handbook and on Safety Services web site</i>
Wastes	<i>All wastes to be segregated &amp; disposed of according to University Policies on Dept. of Estates website.</i>
Health & Safety Committees	<i>Required for Type 1 departments, Types 2 can choose. Ensure you have systems for getting relevant information to your Departmental Management Committee.</i>
Powered Mechanical Equipment	<i>Check for specific legal requirements. Issues to consider include risk assessments, safe operating procedures, PPE, guarding of dangerous parts &amp; erratic movement, training, supervision, instruction &amp; information, restricted use, emergency stops if relevant, clearly marked controls etc.</i>
Very High or Very Low Temperature Processes	<i>Risk assessments, safe operating procedures, training, information, guarding of hot / cold parts, supervision &amp; instruction, PPE, restricted use. Signage.</i>
Pressure Equipment	<i>Annual examination by University Insurers (via Dept. of Estates). Maintenance by department.</i>
Lifting Equipment	<i>Annual examination by University Insurers (via Dept. of Estates). Lifting accessories &amp; man-lifting equipment require 6-month examinations. Maintenance by department. “Lifting operations” <u>must</u> be planned by trained persons.</i>
Noisy Processes & Areas	<i>Reduce levels &lt;80dB where possible. If noise levels &gt; 85db, must wear ear defenders &amp; signs - “Hearing Protection Zone” (or similar). Risk assessment &amp; health surveillance if working in noisy environment regularly.</i>
Personal Protective Equipment (PPE)	<i>Issue (free) appropriate PPE where risk assessments indicate PPE required for protection - replace as needed. Check PPE worn where needed. Note standard issue in Staff Handbook. Record specialist equipment issued &amp; training provided.</i>
Vibratory Tools – (hand held)	<i>If frequent use or high vibration tool, risk assessment &amp; measurement of vibration, calculate max. exposure. Health surveillance, training &amp; procedures. Inform Safety Services</i>
Substances Hazardous to Health	<i>Assess health risks to users – volume/quantity, form, toxicity &amp; route of entry and document. Identify suitable controls, emergency</i>

(CoSHH)	<i>procedures &amp; proper disposal route for wastes. Check controls are used. Training &amp; information to users. "Laboratory Safety", "CoSHH Awareness"; "Understanding MSDS" presentations on Safety Services website.</i>
Flammables & Solvents (liquids & gases) (DSEAR)	<i>Assess risk of "energetic events" – volume /quantity. Identify suitable controls, emergency actions &amp; document. Check controls used. Training &amp; information for users.</i>
Compressed Gases – Asphyxiants	<i>Assess risk of O<sub>2</sub> deficient atmosphere, determine &amp; implement suitable controls, e.g. improve ventilation, relocate cylinders, smaller cylinders, atmospheric monitoring (must be maintained!). Training &amp; information. Secure cylinders to fixed object to prevent falling. Cylinder movement &amp; regulator fitting by trained persons (Chemistry &amp; Physics Workshops can provide suitable training). Replace regulators every 5 years or if damaged.</i>
Cryogenics	<i>Assess risk of O<sub>2</sub> deficient atmosphere, determine &amp; implement controls, e.g. reduce volumes, improve ventilation, atmospheric monitoring (maintenance!). Foot, leg, hand &amp; face protection when decanting. Training &amp; information for users.</i>
Biological Materials, Infectious Agents & GMOs	<i>Assess potential for risks to health / environment and loss of containment &amp; implications Identify &amp; implement controls - appropriate containment, operating &amp; disinfection procedures, training &amp; information, PPE. Appoint &amp; train Biological Safety Officer. Information &amp; "Laboratory Safety" presentations on website.</i>
LEV Systems & Fume Cupboards	<i>Annual examinations &amp; planned preventative maintenance by Estates appointed Contractor. [LEVs have external discharge]</i>
Biological Safety Cabinets	<i>Class of cabinet must be appropriate for Category of pathogen. 6-monthly maintenance &amp; checks by department.</i>
Non-Ionising Radiations	<i><u>Lasers</u> – appoint &amp; train Laser Safety Officer. Require risk assessments, Schemes of Work posted, restricted laboratory access. Class of laser posted on door. Training &amp; information. Adequate guarding of laser beam (according to Class). Suitable goggles for Class 3b &amp; 4. Class 2, 3 &amp; 4 lasers to be registered with Safety Services. For <u>UV / IR / NMR / MRI / RF</u> – inform Safety Services of all new equipment, risk assess &amp; implement controls. User training &amp; PPE may be required.</i>
Ionising Radiations	<i>Appoint &amp; train Radiation Protection Supervisor. All radiation activities &amp; all radiation workers must be registered with Safety Services. Radiation sources to be checked monthly &amp; recorded. Radioisotopes to be ordered through Safety Services. Radiation badges to be exchanged every 3 months (£40 charge for each loss). Training of radiation workers. Implement local rules.</i>

*The above list is not exhaustive and there may be other activities or tasks in your department that also need to be "managed safely". If you require assistance with setting up procedures to deal with the above, or have other concerns about these or queries about any other aspect, then please contact Safety Services on 26198.*

