




HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	1 of 35

Aberystwyth University Health, Safety and Environment Handbook


HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	2 of 35

Contents

SECTION 1: GENERAL INFORMATION	4
1.1 HEALTH AND SAFETY POLICY	4
1.2 STRUCTURE AND RESPONSIBILITIES.....	4
1.3 HEALTH, SAFETY AND ENVIRONMENT COMMITTEES.....	5
1.4 HEALTH AND SAFETY CO-ORDINATORS.....	6
1.5 SPECIALIST SAFETY OFFICERS.....	7
1.6 LOCATION FAMILIARISATION.....	7
1.7 FIRE SAFETY AND EVACUATION	8
1.8 FIRST AID ARRANGEMENTS	9
1.9 LOCAL HEALTH, SAFETY AND ENVIRONMENT NOTICEBOARDS.....	10
SECTION 2: CORE REQUIREMENTS.....	11
2.1 GENERAL RISK ASSESSMENT MANAGEMENT	11
2.2 DISPLAY SCREEN EQUIPMENT ASSESSMENT	12
2.3 PORTABLE ELECTRICAL EQUIPMENT.....	13
2.4 SAFETY OF NEW OR EXPECTANT MOTHERS.....	14
2.5 TRAINING AND INDUCTION	15
2.6 HEALTH AND SAFETY INSPECTIONS	17
2.7 INCIDENT REPORTING AND INVESTIGATION	18
2.8 REPORTING HEALTH, SAFETY AND ENVIRONMENT CONCERNS.....	20
2.9 ACCESS CONTROL AND SECURITY	20
2.10 VISITORS AND CONTRACTORS	21
2.11 LONE AND OUT OF HOURS WORKING	22
2.12 DRIVING AND TRAVEL FOR WORK	23
2.13 FIELDWORK / TRIPS.....	24
SECTION 3: SPECIALIST REQUIRMENTS.....	25
3.1 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH).....	25
3.2 DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES REGULATIONS (DSEAR)	26
3.3 CONSTRUCTION RELATED WORKS.....	27
3.4 RADIATION	27
3.5 MANUAL HANDLING	28

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	3 of 35

3.6	DIFFICULT OR VIOLENT PEOPLE	29
3.7	WORKING AT HEIGHT.....	30
3.8	FOOD SAFETY	31
3.9	NOISE AND VIBRATION	32
3.10	WASTE MANAGEMENT	32
3.11	PERSONAL PROTECTIVE EQUIPMENT	33
3.12	STATUTORY TESTING.....	33
3.13	OTHER	34

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	4 of 35

SECTION 1: GENERAL INFORMATION

1.1 HEALTH AND SAFETY POLICY

Policy

The University's Health and Safety Policy identifies the key elements of the University's health and safety management system and details the commitment to maintaining and improving the health, safety and welfare of staff, students and others who may be affected by our activities. All members of staff should familiarise themselves with the contents of the Policy.

It is the policy of Aberystwyth University, so far as is reasonably practicable, and in accordance with the relevant legislation, statutory requirements and best practices, to ensure the health, safety and wellbeing of employees, students and all others who may be affected by its activities.

The University's Health and Safety Policy is available at: <https://www.aber.ac.uk/en/hse/policy/>

Health and Safety Law

The Health and Safety Executive's Health and Safety Law information provides an overview of the requirements and expectations for both employers and employees in Health and Safety Law. The information details employers' responsibilities for health and safety, alongside how employees can contribute and assist in this process. In particular, all employees are expected to:

1. Follow the training you have received when using any work items your employer has given you;
2. Take reasonable care of your own and other people's health and safety;
3. Co-operate with your employer on health and safety;
4. Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk, which includes reporting all hazards, incidents and near misses.


The Health and Safety Executive's Health and Safety Law leaflet is available at: <http://www.hse.gov.uk/pubns/lawleaflet.pdf>

Further Information

Further information relating to the Policy and/or any other aspect of this Handbook can be requested from the Health, Safety and Environment Team, at hasstaff@aber.ac.uk or telephone extension 2073.

1.2 STRUCTURE AND RESPONSIBILITIES

Introduction

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	5 of 35

Each Faculty and Professional Service Department will have its own unique structure and associated responsibilities for operational areas. Colleagues should also be mindful that some of the responsibilities documented in the University's Health and Safety Policy will apply to all members of staff, regardless of position held. Specifically, every member of staff has a legal obligation to take reasonable care of their own health and safety, and the safety of others who may be affected by their actions or inactions whilst at work. Additional responsibilities for health and safety may be imposed upon individuals with line management or supervisory responsibilities, as documented by the Health and Safety Policy.

Organisational Structure

Colleagues should familiarise themselves with their Faculty / Professional Service Department structure, in order to identify key colleague relationships and reporting lines. This will include, but will not be limited to:

- Responsibilities for Line Management;
- Channels for raising any issues or concerns;
- Key contacts for raising any issues or concerns.

1.3 HEALTH, SAFETY AND ENVIRONMENT COMMITTEES

Introduction


The University's governance structure for health, safety and environment matters is described in the University's Health and Safety Policy. This structure provides a mechanism by which to develop, monitor and review health, safety and environment policies and procedures, and provide consultative forums for colleagues, which facilitate the involvement and contribution of Trade Union Representatives.

In accordance with the requirements of the University's Health and Safety Policy, Faculties and Professional Service Departments are also expected to facilitate a forum through which health, safety and environment arrangements are reviewed and monitored. The method of achieving such arrangements will be determined by each Faculty or Professional Service Department, with consideration for local needs and arrangements. This will often involve the formation of local Health, Safety and Environment Committees, which should operate in accordance with documented terms of reference, and consist of memberships which are representative of the composition of the Faculty or Professional Service Department.

University Health, Safety and Environment Governance

Further information relating to Health, Safety and Environment Governance, including membership and terms of reference for relevant committees, are available at:

<https://www.aber.ac.uk/en/hse/governance/>.

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	6 of 35

Further information in respect of possible arrangements for local Health, Safety and Environment Committees is available at: <https://www.aber.ac.uk/en/hse/proc-prac/departmental-handbook/>

Local Arrangements

Within their area of work, colleagues should have an understanding and appreciation of the following information in respect of Health, Safety and Environment Committees:

- Local Health, Safety and Environment Committee arrangements, including regularity of meetings, composition, and terms of reference;
- Ways in which any issues or concerns can be raised for the attention of the local Health, Safety and Environment Committee;
- Contact details for members of the local Health, Safety and Environment Committee;
- Access and communication arrangements for minutes from meetings and information relating to important items considered.

1.4 HEALTH AND SAFETY CO-ORDINATORS


Introduction

The University's Health and Safety Policy identifies the role of Health and Safety Co-ordinators, which can be utilised to assist with the implementation of local health and safety management systems. These individuals can provide colleagues with key contacts to raise or address any queries encountered.

The Role

Health and Safety Coordinators are members of staff concerned with day-to-day health and safety matters within their areas and are appointed by their Faculty/Professional Service Department with clear role expectations. They will assist colleagues on matters of health and safety and assist with the implementation of the agreed management system. While the expectations for Health and Safety Co-ordinators will vary between areas and the requirements of individual Faculties and Professional Service Departments, the types of roles that they will undertake may include, but will not be limited to:

- Liaison and acting as a point of contact within their working area e.g. with Health, Safety and Environment Team and members of staff within their area;
- Communication and Consultation e.g. disseminate health, safety and environment information and changes to associated policies and procedures.
- Monitoring e.g. local arrangements;
- Record Keeping e.g. ensure completion of statutory documents such as incident report forms, display screen equipment assessments etc.
- Risk Assessment e.g. ensure completion of required risk assessments.

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	7 of 35

Local Arrangements

Within their area of work, colleagues should have an understanding and appreciation of the following information in respect of the Health and Safety Co-ordinator role:

- Identity and contact details of their local Health and Safety Co-ordinator(s);
- Ways in which the Health and Safety Co-ordinator(s) will communicate with colleagues;
- The type of queries and issues that the local Health and Safety Co-ordinator(s) will be able to assist with.

1.5 SPECIALIST SAFETY OFFICERS

Introduction

Depending on the type of activities undertaken within each Faculty or Professional Service Department, specialist safety officers may be appointed within local health and safety management systems. Such individuals will often be appointed to monitor arrangements within particular hazard areas. The types of roles involved may include, but will not be limited to:

- Radiation Protection Supervisors
- Laser Safety Officers
- Child Protection Officers
- Welfare Officers
- Fieldwork Safety Officers
- Environmental Representatives
- Biological Safety Officers

The existence of these roles locally will vary depending on the structures implemented within Faculties and Professional Service Departments, and may not be necessary or required within every structure.


Local Arrangements

Within their area of work, colleagues should have an understanding and appreciation of the following information in respect of their Specialist Safety Officers:

- Identity and contact details of their local Specialist Safety Officers;
- Ways in which the Specialist Safety Officer(s) will communicate with colleagues;
- The type of queries and issues that the local Specialist Safety Officer(s) will be able to assist with.

1.6 LOCATION FAMILIARISATION

Maps

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	8 of 35

All colleagues should be familiar with their immediate place of work and the University's wider Campus. Maps and routes across the University Estates are available at:

<https://www.aber.ac.uk/en/maps-travel/maps/>

Local Arrangements

Within their area of work, colleagues should have an understanding of the availability and locations of the following areas:

- Local fire evacuation muster points and exit routes;
- Nearest drinking water sources and kitchen facilities;
- Nearest toilet facilities;
- Availability of hospitality or catering outlets;
- Car parking provisions;

1.7 FIRE SAFETY AND EVACUATION

Introduction

All members of staff should have an understanding and appreciation of the fire safety arrangements for their areas of work.

Evacuation Procedure

All members of staff should follow the following fire evacuation procedure:

If you can see, hear or feel a fire:

1. Operate the nearest fire alarm.
2. Alert the Emergency Services from a telephone/mobile in a safe location.
3. Follow the evacuation procedure for your building.
4. Proceed to your local assembly point.
5. Do not fight the fire unless trained and it is safe to do so.
6. Do not use lifts.
7. Do not re-enter the building until authorised to do so by either Security Operatives or the Fire and Rescue Service.


If you hear the alarms in a building:

1. Evacuate promptly, following the evacuation procedure for your building, and closing doors behind you as you go.

Further information relating to fire safety arrangements is available at:

<https://www.aber.ac.uk/en/hse/proc-prac/fire-safety/>

Training

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	9 of 35

A fire safety training course is offered and delivered by the Health, Safety and Environment Team. The course aims to provide delegates with an understanding of relevant fire safety legislation, actions upon discovering a fire, and methods of reducing the likelihood of a fire occurring.

Further information relating to the content of the fire safety training course is available at: <https://www.aber.ac.uk/en/hse/training/fire-marshal/>

Details of forthcoming courses and bookings can be viewed at: https://stafftraining.bis.aber.ac.uk/hs/list_courses.php

Further training materials relating to fire safety are also available in the Health and Safety Essentials E-Learning training modules.

Further information, including access arrangements, relating to the modules available can be accessed at: <https://www.aber.ac.uk/en/hse/training/hseessentials/>

General Expectations

Most fires are preventable, therefore colleagues can assist in promoting robust fire safety arrangements by adopting the correct behaviours and procedures, which include:

- Keeping sources of ignition and flammable substances apart;
- Avoiding accidental fires, e.g. make sure heaters cannot be knocked over;
- Ensuring good housekeeping at all times, e.g. avoid build-up of rubbish that could burn;
- Keeping fire exits and escape routes clearly marked and unobstructed at all times;
- Being aware of your nearest exit points, fire alarm call points and muster/assembly points.

Local Arrangements


Within their area of work, colleagues should have an understanding and appreciation of the following information in respect of fire safety arrangements:

- Location of nearest fire alarm call points (break glass);
- Location of nearby fire extinguishers;
- Location of nearest fire action notice and applicable muster point;
- Building evacuation routes.

1.8 FIRST AID ARRANGEMENTS

Training

First aid training courses are organised by the Health, Safety and Environment Team. The two main types of courses offered are the three-day First Aid at Work (FAW) and one-day Emergency First Aid at Work (EFAW) training courses.

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	10 of 35

The EFAW course is aimed at those working in a low risk environment who wish to be able to confidently administer basic first aid. This course is strongly encouraged that for staff involved in fieldwork activities. EFAW courses cover aspects of first aid from basic incident management, through to severe bleeding and CPR. The FAW is a more comprehensive, qualification covering topics ranging from dislocations, fractures and sprains, to poisons.

Further information relating to the content of first aid training courses is available at:

<https://www.aber.ac.uk/en/hse/training/first-aid-training/>

Details of forthcoming courses and bookings can be viewed at:

https://stafftraining.bis.aber.ac.uk/hs/list_courses.php

First Aid Boxes

First Aid Boxes are located in all University buildings, and will generally be found in public or accessible areas. Colleagues should familiarise themselves with the locations of their nearby first aid boxes and locally trained members of staff. Replacement supplies for used or outdated stock can be requested from the Health, Safety and Environment Team. Replacement supplies should be requested following each use, therefore first aid trained members of staff will be best placed to monitor stock levels, in conjunction with the local Health and Safety Co-ordinator.

Further Information

Further information relating to first aid, including details of first aid trained members of staff, and the locations of the University's Automated External Defibrillators (AEDs), is available at:

<https://www.aber.ac.uk/en/hse/proc-prac/first-aid/>

Note: If there are no first aid trained members of staff in your immediate vicinity when needed, please contact the Security Team on extension 2649, who will be able to mobilise to an onsite location.

1.9 LOCAL HEALTH, SAFETY AND ENVIRONMENT NOTICEBOARDS


Introduction

All employers are required to provide employees with statutory health, safety and environment information. Much of this essential information will be available in this document, and in local Health, Safety and Environment Handbook documents. Supplementary and emergency information will also be displayed in buildings on designated health and safety noticeboards.

Information Provided

The information provided on local health and safety noticeboards should include, as a minimum:

- Health and Safety Executive Health and Safety Law Poster;

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	11 of 35

- Copy of the University’s Employers and Public Liability Insurance Certificate;
- Emergency and Out of Hours Telephone Numbers (local and University-wide);
- Names, locations and contact details for local first aid trained members of staff;
- Locations of local first aid boxes;
- Building evacuation muster points.

Local Arrangements

Within their area of work, colleagues should have an understanding and appreciation of the following information in respect of health and safety noticeboards:

- Locations of local Health and Safety Noticeboards;
- Responsibilities for updating and reviewing local Health and Safety Noticeboards.

SECTION 2: CORE REQUIREMENTS

2.1 GENERAL RISK ASSESSMENT MANAGEMENT

Introduction

It is a legal requirement for every employer to make an assessment of the health and safety risks arising out of their work, and ensure the effective management of risk to protect anyone who might be affected by their activities. Risk assessments will identify, for a particular task or activity, the applicable hazards, persons at risk, risk ratings (severity and likelihood), control measures and residual risk ratings. Their principal aim is to identify relevant hazards in order to either prevent harm or injury to individuals, or reduce the risk of harm or injury as low as reasonably practicable.

It is critical that all members of staff are aware of the control measures identified for the activities that they undertake, and that the control measures are followed and adhered to at all times. These may be supplemented by local standard operating procedures, which describe the method in which the activity should be conducted, while adhering to all control measures identified in the relevant risk assessment.


Risk Assessment Guidance and Templates

Colleagues are referred to the University’s Risk Assessment Guidance, to familiarise themselves with the information and considerations required during risk assessment.

The Risk Assessment Template, Guidance, and Example Risk Assessments are available at: <https://www.aber.ac.uk/en/hse/proc-prac/risk-assessment/>.

Review

In accordance with best practice, current risk assessments should be reviewed at least annually, or following any changes in circumstances. A review will be required in instances such as:

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	12 of 35

- Following an incident or near miss;
- Following the introduction of new equipment, substances and/or procedures that introduce new or different hazards into the workplace;
- Following changes to law, personnel, or working environment.

Previous versions of all risk assessments should be kept in a separate folder for a minimum of five years in order to demonstrate evidence of review and version control.

Training

All risk assessments should be completed by a competent person i.e. someone with the necessary skills, knowledge and experience to manage health and safety that has received risk assessment training.

A risk assessment training course is offered and delivered by the Health, Safety and Environment Team. The course aims to provide delegates with an understanding of how to undertake a sufficient and effective risk assessment, the legal duties associated with the management of risk, and the various stages of the risk assessment process.

Further information relating to the content of the risk assessment training course is available at: <https://www.aber.ac.uk/en/hse/training/risk-training/>

Details of forthcoming courses and bookings can be viewed at: https://stafftraining.bis.aber.ac.uk/hs/list_courses.php

Local Arrangements


Within their area of work, colleagues should have an understanding and appreciation of the following information in respect of risk assessments:

- Access arrangements for risk assessments relevant to their own work activities;
- Mechanisms of providing feedback and comments to be incorporated within risk assessment development and/or review stages;
- Identified control measures for their own work activities and areas;
- Arrangements for reviewing and approving risk assessments;
- Details of local competent persons who can produce and develop risk assessments.

2.2 DISPLAY SCREEN EQUIPMENT ASSESSMENT

Introduction

Display Screen Equipment (DSE) relates to any equipment such as display screens, laptops, touch screens and other similar devices. Computer workstations or equipment can be associated with neck, shoulder, back or arm pain, as well as with fatigue and eyestrain, however these issues can be avoided if users follow effective practice, set up their workstations properly, and take breaks during

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	13 of 35

prolonged use. By just taking a few simple precautions, work with DSE can be more comfortable and productive.

Forms and Procedures

All users of DSE should undertake a DSE Assessment to identify any potential risks to their health. The form can be completed by the individual, and should be submitted to the responsible person within their area for review. The University's DSE arrangements and accompanying documents are available at: <https://www.aber.ac.uk/en/hse/proc-prac/dse/>

Training

Further information relating to the safe use of display screen equipment is available in the Health and Safety Essentials E-Learning training modules.

Further information, including access arrangements, relating to the modules available can be accessed at: <https://www.aber.ac.uk/en/hse/training/hseessentials/>

Review

All DSE Assessments should be reviewed at least annually, or following any changes to the workstation or individual circumstances. Factors which may prompt a review would include, but would not be limited to, situations where:

- major changes are made to the equipment, furniture, work environment or software;
- users change workstations;
- the nature of work activities change considerably;
- it is thought that the controls in place may be causing other problems.

Local Arrangements


Within their area of work, colleagues should have an understanding and appreciation of the following information in respect of display screen equipment:

- To whom completed DSE Assessments be submitted;
- The local processes for raising any issues or concerns with personal workstations.

2.3 PORTABLE ELECTRICAL EQUIPMENT

Introduction

All portable electrical appliances used for the purposes of University business should be subject to regular portable appliance testing. Colleagues should ensure that all portable electrical equipment used is displaying a valid test pass label prior to each use. Labels will provide the dates of the last test, and the dates of the next planned portable appliance testing.

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	14 of 35

Certain privately-owner mains-powered electrical appliances are not permitted in University premises. These include:

- Heaters (of any type);
- Kettles or coffee makers;
- Toasters or other cooking equipment;
- Fans or portable air conditioning units;
- Power tools.

Further information relating to portable appliance testing, including the University's Policy and supplementary guidance, is available at: <https://www.aber.ac.uk/en/hse/proc-prac/electricity/>

Pre-Use Checks

Even if subject to local testing, colleagues should undertake pre-use checks of the following before each operation:

- damage to the lead including fraying, cuts or heavy scuffing, e.g. from floor box covers;
- damage to the plug, e.g. to the cover or bent pins;
- tape applied to the lead to join leads together;
- coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug);
- damage to the outer cover of the equipment itself, including loose parts or screws;
- signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment;
- equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible; and
- cables trapped under furniture or in floor boxes.

Any equipment displaying any of the above features should not be used and be removed from circulation immediately, until such point as a replacement has been sourced or repair undertaken.


Local Arrangements

Within their area of work, colleagues should have an understanding and appreciation of the following information in respect of portable electrical equipment:

- Responsibilities and arrangements for undertaking Portable Appliance Testing;
- Processes for reporting defective or damaged equipment;
- Requirements for notifying colleagues of any new equipment purchased to be subject to testing.

2.4 SAFETY OF NEW OR EXPECTANT MOTHERS

Introduction

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	15 of 35

New or expectant mothers are considered, by their legal definition, women who are pregnant, have given birth within the last six months or are breastfeeding. Existing risk assessments will identify the risks and hazards associated with the activity, which should be supplemented by a specific risk assessment for the new or expectant mother, as the nature of risks from activities may vary for new or expectant mothers.

Forms and Procedures

The University's arrangements and accompanying documents for new or expectant mothers are available at: <https://www.aber.ac.uk/en/hse/proc-prac/mothers/>

This information should be read in conjunction with the University's Maternity Leave Policy, which is available at: <https://www.aber.ac.uk/en/hr/policy-and-procedure/maternity/>

Hazards

Certain types of hazards can represent additional risks to new or expectant mothers. The types of hazards to consider will include:

- Physical Agents;
- Chemical Agents;
- Biological Agents;
- Working Conditions.

These hazards should be considered and suitably addressed during the risk assessment process. Where the risks cannot be appropriately managed or reduced to an acceptable level, it will be necessary to remove the individual from the hazard or alter the working arrangements so as to ensure the safety of the new or expectant mother and unborn or new-born child.


Review

The new or expectant mother risk assessment should be subject to regular review, and at least every trimester and on return to work following maternity leave. In addition, reviews should be undertaken following any changes to the individual's circumstances, or following any changes to the role and/or activities involved. The new or expectant mother should be fully involved in all reviews.

2.5 TRAINING AND INDUCTION

Introduction

The Health and Safety at Work etc. Act 1974 requires all employers to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees. The undertaking of health, safety and environment training represents the main method of ensuring that colleagues possess the appropriate

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	16 of 35

information and experience to undertake their work safely. Training is particularly relevant in situations where:

- Individuals start work;
- Individuals are exposed to new or increased risks; and/or
- When existing skills may have become rusty or require updating.

Internal Training Courses

The Health, Safety and Environment Team offer a number of internal training courses, which include, but are not limited to:

- Manual Handling;
- Fire Safety;
- Risk Assessment;
- IOSH Working Safely;
- IOSH Managing Safely;
- Introduction to CoSHH.

Further information relating to all training courses offered by the Health, Safety and Environment Team are available at: <https://www.aber.ac.uk/en/hse/training/>.


Details of forthcoming training courses, and bookings, are available at: https://stafftraining.bis.aber.ac.uk/hs/list_courses.php

Please note that external or specialist training courses may be required for certain topics or areas, which cannot be provided by the Health, Safety and Environment Team. Such courses may relate to specific types of equipment, accreditation schemes and/or specialist or specific processes.

Training Requirements and Review

Faculties and Professional Service Department should ensure an effective system of identifying and monitoring the completion and maintenance of core training requirements. The necessary training and competencies will vary depending on the activities undertaken by each individual e.g. responsibilities, equipment or materials used, etc. Core training requirements will be identified through processes which include, but will not be limited to, local training matrices, induction sessions, risk assessment findings, and the Employee Contribution Scheme (ECS) process. Effective training will ensure the provision of adequate information relating to:

- Hazards and risks faced or encountered;
- Control measures to be implemented to deal with the identified hazards and risks;
- How to follow applicable emergency procedures.

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	17 of 35

Colleagues should be encouraged to raise or suggest additional areas for training with their Line Manager, including during the annual Employee Contribution Scheme (ECS) process.

Induction

All new members of staff, including those moving to new roles within the University, should complete a local health, safety and environment induction. The undertaking of this induction should be recorded through completion of the University's Health, Safety and Environment Induction Report Form.

Further information relating to inductions, including copies of the Health, Safety and Environment Induction Report Form, are available at: <https://www.aber.ac.uk/en/hse/training/hseinduction/>

Local Arrangements

Within their area of work, colleagues should have an understanding and appreciation of the following information in respect of health, safety and environment training:

- Identified core training for roles and/or activities;
- Record keeping arrangements for training certificates and records of attendance;
- Primary contacts and local responsibilities for undertaking local health, safety and environment inductions, and updating training records;
- The local processes for raising any issues or concerns relating to training.

2.6 HEALTH AND SAFETY INSPECTIONS


Introduction

It is good practice for colleagues to review and monitor health and safety arrangements within their areas of work on a periodic basis. The type of arrangements that colleagues should consider on a regular basis, include, but are not limited to:

- General environment;
- General housekeeping;
- Workstations / Display Screen Equipment (DSE);
- Electrical / General Equipment;
- Emergency Procedures.

Colleagues should note that the raising of health and safety issues or concerns should not be limited to formal health and safety inspections, and staff are encouraged to report any issues or concerns as soon as they are identified.

Inspection Checklist

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	18 of 35

To assist in this undertaking, the Health, Safety and Environment Team have developed a Health and Safety Inspection Checklist, which is available at: <https://www.aber.ac.uk/en/hse/proc-prac/departmental-handbook/>.

Colleagues should note that the list is not exhaustive, and bespoke areas (e.g. workshops, laboratories, performance spaces, etc.) will require additional considerations. It is recommended that the checklist be undertaken at regular intervals (with greater regularity in higher risk areas), and any corrective actions be allocated to named individuals in line with specific deadlines and timescales.

Local Arrangements

Within their area of work, colleagues should have an understanding and appreciation of the following information in respect of health and safety inspections:

- Responsibilities for conducting and monitoring the findings generated from health and safety inspections;
- Regularity and scope of inspection activities;
- Areas to be considered during health and safety inspections.

2.7 INCIDENT REPORTING AND INVESTIGATION

Introduction

In the event of an incident or near miss, the immediate emergency response (e.g. first aid provision) must be the priority. However, critical information relating to the incident should be recorded and logged as soon as possible. This should be done through completion of an incident report form.


Key definitions, which will require the completion of an incident report form, are as follows:

Incident - any undesired or unplanned event that has caused or could have caused, death, injury, ill health or damage to assets (loss), the environment or third parties.

Near Miss - any event, which under slightly different circumstances, may have resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment.

The importance of reporting all incidents and near misses are apparent in that they help identify, through investigation:

- Necessary amendments to standard operating procedures;
- Further training needs or requirements;
- The adequacy of existing control measures;
- Trends and patterns e.g. particular types of incidents, common days/times, etc.;
- Unforeseen hazards or consequences.

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	19 of 35

General Process

All incidents and near misses should be reported and investigated. The general process for incident reporting is provided in Figure 1:

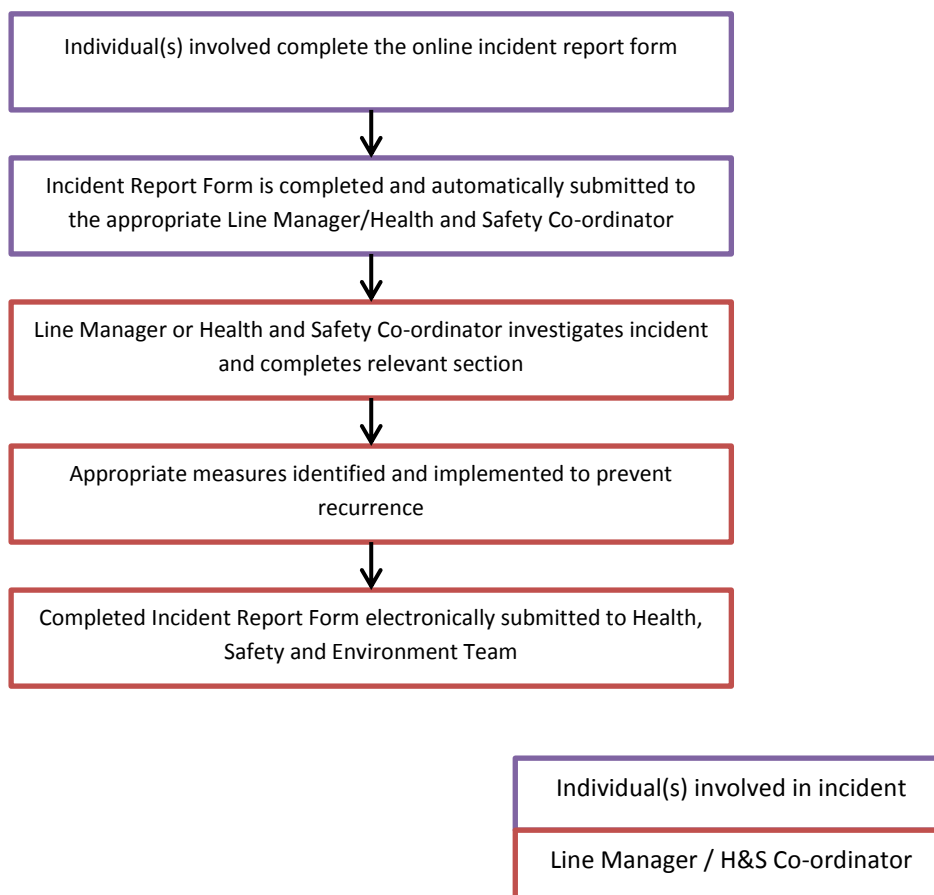


Figure 1


Forms and Procedures

The University's Incident Reporting Procedure and copies of the Incident Report Form are available at: <https://www.aber.ac.uk/en/hse/proc-prac/incident-reporting/>

Information relating to the data protection of information provided in incident report forms is available at: <https://www.aber.ac.uk/en/hse/data-protection-information/>

Training

Further information relating to incident reporting is also available in the Health and Safety Essentials E-Learning training modules.

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	20 of 35

Further information, including access arrangements, relating to the modules available can be accessed at: <https://www.aber.ac.uk/en/hse/training/hseessentials/>

Local Arrangements

Within their area of work, colleagues should have an understanding and appreciation of the following information in respect of incident reporting:

- How to access a copy of the incident report form;
- To whom completed incident report forms should be submitted;
- Methods of contributing to the incident investigation process;
- The local processes for investigating all incidents and near misses.

2.8 REPORTING HEALTH, SAFETY AND ENVIRONMENT CONCERNS

Local Arrangements

Colleagues may also wish to raise any health, safety and environment issues or concerns with the following individuals in their areas:

- Line Manager;
- Health and Safety Co-ordinator;
- Local Safety Representatives.

Health, Safety and Environment Team

Members of the University's Health, Safety and Environment Team are available to provide guidance and advice relating to any health, safety or environment issues or concerns. Concerns can be raised informally by colleagues by telephone, email, or by visiting the Health, Safety and Environment Team's offices in the Estates Department. In the first instance, however, colleagues should raise any issues or concerns with their Line Manager and/or local Health and Safety Co-ordinator.


Please note that incidents which have, or could have, resulted in harm or injury to individuals, should also be reported in accordance with the University's Incident Reporting Procedure (please see section 2.7).

Contact Details

The Health, Safety and Environment Team can be contacted by email at hasstaff@aber.ac.uk or by phone on 01970 62(2073). Contact details for members of the Health, Safety and Environment Team are available at: <https://www.aber.ac.uk/en/hse/contacts/dept/>

2.9 ACCESS CONTROL AND SECURITY

Security Services

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	21 of 35

The University operates a 24/7, 365 day a year, on-site security service, which provide support in the areas of:

- Security Patrols;
- Access Control;
- Emergency Response e.g. Fire alarms, intruder alarms, security breaches, etc.;
- Events;
- CCTV;
- Car Parking;
- Student/Staff/Visitor Welfare.

Contact details for the Security Team are as follows:

- Telephone: 01970 62(2649)
- Email: sstaff@aber.ac.uk

Access Arrangements

A number of the University's building access controls are managed by the SALTO system. Users require specified permissions on their AberCard to access these areas. Many of the University's public buildings will be open during core building hours, however access permissions will be required to enter outside these hours.

Before leaving the building, especially at the end of the day, all colleagues should ensure that all windows have been securely shut, lights turned off, all fire doors within the building shut, and all non-essential equipment turned off.

Local Arrangements


Within their area of work, colleagues should have an understanding and appreciation of the following information in respect of security and access controls:

- Access arrangements for areas of work;
- Arrangements for opening and closing buildings and work locations;
- Responsibilities for locking and/or shutting down non-essential equipment.

2.10 VISITORS AND CONTRACTORS

Requirements

All visitors and contractors should be considered the responsibility of the University for the duration of their on-site presence. Contractors will be the responsibility of the engaging Faculty or Professional Service Department, while visitors are the responsibility of the hosting Faculty or Professional Service Department. These responsibilities will be exercised in accordance with the responsibilities and health and safety management systems described in the University's Health and

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	22 of 35

Safety Policy. Necessary safeguards and arrangements must be introduced to ensure their health and safety, and the risk to visitors and members of the public must be considered and addressed in the relevant risk assessments. Such considerations will include preventing unauthorised access by visitors to areas or locations where they would be exposed to, or placed at, risk. Visitors who have declared or notified the University of any specific accessibility requirements, may require the production of a Personal Emergency Evacuation Plan (PEEP). For further information relating to this process, please contact the Health, Safety and Environment Team at hasstaff@aber.ac.uk or on extension 2073.

Please note that any contractors engaged to work on the fabric or engineering services of any building should be employed with the full knowledge or upon instruction of the University's Estates Department, and in accordance with the requirements of the University's Financial Regulations.

2.11 LONE AND OUT OF HOURS WORKING

Introduction

Lone workers are those who work by themselves without close or direct supervision. Lone working should be avoided wherever possible, however, there may be situations where it is unavoidable. In such instances, the risks to staff should be evaluated and assessed, and suitable control measures introduced. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, other arrangements must be introduced.

Risk Assessment

Factors to be considered in all lone working risk assessments should include, but will not be limited to:


- Workplace – environment, location, familiarity etc.
- Person – medical conditions, experience, disabilities etc.
- Activity – whether it presents a particular type of risk.
- Access – methods and ease of entering / exiting.
- Training – receipt of required training and information.
- Supervision – arrangements e.g. checks, contact times, permits to work, sign-in/sign-out, etc.
- Emergency Assistance and Procedures – fire, first aid, contact numbers, etc.

Colleagues should be aware of the contents and identified control measures in risk assessments for activities involving lone working, before they undertake such activities.

Policy

The University's Lone Working Policy and supplementary guidance is available at:

<https://www.aber.ac.uk/en/hse/proc-prac/loneworking/>

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	23 of 35

Local Arrangements

Within their area of work, colleagues should have an understanding and appreciation of the following information in respect of lone working:

- Activities or tasks undertaken which involve lone working;
- Access arrangements for risk assessments and standard operating procedures;
- Local processes for raising any issues or concerns relating to lone working;
- Training Requirements.

2.12 DRIVING AND TRAVEL FOR WORK

Introduction

All members of staff should be aware of the contents and requirements of the University's Travel Policy. The Policy applies to any colleagues undertaking travel for the purpose of University-related business. In particular, three key points should be considered and addressed before any travel is undertaken:

- Advance notice of all overseas travel to ensure appropriate insurance cover;
- Production of travel and activity- specific risk assessments for all UK or overseas travel;
- Availability of full itineraries and emergency contact details for all UK or overseas travel.

Policy and Guidance

The University's Travel Policy and supplementary guidance is available at:

<https://www.aber.ac.uk/en/hse/proc-prac/travel/>


Travel Cover

Travel cover must be arranged for all instances of overseas travel for the purposes of University-related business. This must be arranged before any overseas travel can be undertaken, through submission of a completed Overseas Travel Risk Assessment Form to the Travel and Fleet Team. The form will include providing details relating to transport and accommodation arrangements, emergency contact details and risk assessment.

Authorised Drivers

Any members of staff wishing to use any University or hire vehicles, must complete a Staff Application to become an Authorised Driver. This must be provided to the Travel and Fleet Team with a DVLA Check Code and the last 8 digits of the individual's driving licence number before any use of vehicles.

Please note that the University's motor insurance policy only provides for business use, and personal use of University vehicles is not permitted. Colleagues utilising their own vehicles for the purposes of

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	24 of 35

University-related business must ensure that their personal motor insurance policy permits business use, and that the vehicle used is in a roadworthy condition. In order to claim mileage expenses, colleagues will be required to confirm and provide details of:

- Holding a current and full driving licence for driving in the UK;
- Having appropriate insurance, which includes business use provision;
- Maintaining a legal and roadworthy vehicle in accordance with the expectations of the Highway Code;
- A valid MOT certificate for vehicles over 3 years old.

Further information relating to the University Fleet and expectations of Authorised Drivers is available at: <https://www.aber.ac.uk/en/finance/information-for-staff/travel-fleet/fleet/>

Training

Further information relating to occupational road risk is also available in the Health and Safety Essentials E-Learning training modules.

Further information, including access arrangements, relating to the modules available can be accessed at: <https://www.aber.ac.uk/en/hse/training/hseessentials/>

Local Arrangements

Within their area of work, colleagues should have an understanding and appreciation of the following information in respect of University-related travel:

- Local arrangements for authorising and reviewing risk assessments for all instances of travel;
- Local arrangements for recording travel details and itineraries;
- Booking arrangements;
- Authorised driver signatories and local vehicle availabilities.


Further Information

Country or region specific travel information, for consideration in the travel risk assessment, is available via the Foreign and Commonwealth Office (FCO) website, which can be accessed at: <https://www.gov.uk/foreign-travel-advice>.

2.13 FIELDWORK / TRIPS

Procedure

Fieldwork is considered any off-site teaching and research activities organised by the University, which should have their own specific safety arrangements. Further information relating to the University's procedure for fieldwork is available at: <https://www.aber.ac.uk/en/hse/proc-prac/fieldwork/>

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	25 of 35

Arrangements

Due to the diverse and variable nature of fieldwork, specific risk assessments must be developed, considering many of the risks identified elsewhere in this document, which will include, but will not be limited to:

- Travel,
- First Aid,
- Risk Assessment;
- Lone Working;
- Personal Protective Equipment;
- Manual Handling.

Local arrangements should be subject to local scrutiny, and the identified control measures shared with all participants prior to departure.

SECTION 3: SPECIALIST REQUIRMENTS

3.1 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Introduction


CoSHH relates to substances hazardous to health. Such substances can take many forms, including chemicals, fumes, dust, vapours, mists, gases and biological agents. Generally, exposure to hazardous substances can be controlled by:

- Establishing the nature of the hazards;
- Deciding how to prevent harm to health i.e. risk assessment;
- Providing suitable control measures to reduce the risks associated;
- Ensuring that the control measures identified are used and followed;
- Providing information, instruction and training for employees and others;
- Providing monitoring and health surveillance in appropriate cases;
- Planning and preparing for emergencies.

The production of CoSHH Assessments for activities involving substances which are hazardous to health will address many of these requirements. CoSHH Safety Data Sheets, which producers are legally required to supply with all substances, will also provide colleagues with information required to undertake CoSHH Assessments.

Note: The availability of the CoSHH Safety Data Sheet is not a substitute for the production of a CoSHH Assessment.

COSHH Assessment Guidance and Templates

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	26 of 35

Standard guidance and templates for completing CoSHH Assessments are available at:

<https://www.aber.ac.uk/en/hse/proc-prac/coshh/>.

Training

An Introduction to Control of Substances Hazardous to Health (CoSHH) training course is offered and delivered by the Health, Safety and Environment Team. The course aims to provide delegates with an understanding of the ill-health effects of hazardous substances, COSHH regulations and their legal context, including the responsibilities of employers and employees, and the requirements for CoSHH Assessments.

Further information relating to the content of the Introduction to CoSHH training course is available at: <https://www.aber.ac.uk/en/hse/training/coshh-training/>

Details of forthcoming courses and bookings can be viewed at:

https://stafftraining.bis.aber.ac.uk/hs/list_courses.php

Local Arrangements

Within their area of work, colleagues should have an understanding and appreciation of the following information in respect of CoSHH:

- Access arrangements for safety data sheets and CoSHH Assessments relevant to the substances used in their own work activities;
- Mechanisms of providing feedback and comments to be incorporated within CoSHH assessment development and/or review stages;
- Identified control measures for the substances used in their own work activities and areas;
- Arrangements for reviewing and approving CoSHH assessments;
- Details of local competent persons who can produce and develop CoSHH assessments.

3.2 DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES REGULATIONS (DSEAR)


Introduction

Dangerous substances can put peoples' safety at risk from fire, explosion and/or corrosion of metal. DSEAR puts duties on employers and the self-employed to protect people from these risks to their safety in the workplace, and to members of the public who may be affected by work activities.

Dangerous substances will include such items as solvents, paints, varnishes, flammable gases (e.g. liquid petroleum gas (LPG)), dusts from machining and sanding operations, dusts from foodstuffs, pressurised gases and substances corrosive to metal.

Requirements

The regulations require employers to identify and address the following:

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	27 of 35

- Identify the dangerous substances in their workplace and the associated fire and explosion risks;
- Implement control measures to either remove those risks or, where this is not possible, control them;
- Introduce controls measures to reduce the effects of any incidents involving dangerous substances;
- Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances;
- Provide appropriate training and instruction to staff and students;
- Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources in those areas.

DSEAR Risk Assessment

Further information relating to DSEAR, including the DSEAR Risk Assessment form, is available at: <https://www.aber.ac.uk/en/hse/proc-prac/dsear/>.

Local Arrangements

Within their area of work, colleagues should have an understanding and appreciation of the following information in respect of DSEAR:

- Identification of dangerous substances held locally which represent a fire and/or explosion risk;
- Control measures implemented to remove and/or control risks identified;
- Emergency procedures and plans in the event of an incident involving dangerous substances;
- Areas where explosive atmospheres can occur;
- Training requirements;
- Access arrangements for DSEAR risk assessments relevant to the substances used in their own work activities.


3.3 CONSTRUCTION RELATED WORKS

Faculties and Professional Services Departments should not be engaging in construction related works without the prior knowledge and/or involvement of the University's Estates Department. Further information can be sought from the Estates Department at eddstaff@aber.ac.uk or on extension 1660.

3.4 RADIATION

Ionising Radiation Sources

Only registered workers will have access to ionising radiation sources. Such workers, who must be registered with the University as 'Registered Workers' undertaking work involving ionising radiation

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	28 of 35

sources, will be provided with instructions, information, and a copies of the relevant local documents by the local Radiation Protection Supervisor. This section will only apply to areas which undertake work and activities involving ionising radiation sources.

3.5 MANUAL HANDLING

Introduction

Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. Incorrect manual handling is one of the most common causes of injury at work, and causes work-related musculoskeletal disorders (MSDs) which account for over a third of all workplace injuries. Manual handling injuries can happen anywhere, therefore it's important that early reporting of symptoms or discomfort is encouraged to prevent worsening.

TILE

A number of factors can influence the suitability of control measures for manual handling tasks. These can be categorised according to the TILE framework:

1. **Task** – i.e. the task involves activities such as twisting, bending, pushing, lifting etc.
2. **Individual** – the circumstances and capabilities of the individual undertaking the task.
3. **Load** – nature of the object to be handled e.g. heavy, difficult to grip, sharp, etc.
4. **Environment** – the environment where the task will be undertaken e.g. space constraints, uneven flooring, working conditions, etc.

Training

A manual handling training course is offered and delivered by the Health, Safety and Environment Team. The course aims to provide delegates with an understanding of the risks associated with manual handling, how to undertake a manual handling risk assessment, and the best ways of handling loads to prevent harm or injury.


Further information relating to the content of the manual handling training course is available at: <https://www.aber.ac.uk/en/hse/training/man-han-training/>

Details of forthcoming training courses and bookings can be viewed at: https://stafftraining.bis.aber.ac.uk/hs/list_courses.php

Further information relating to manual handling is also available in the Health and Safety Essentials E-Learning training modules.

Further information, including access arrangements, relating to the modules available can be accessed at: <https://www.aber.ac.uk/en/hse/training/hseessentials/>

Local Arrangements

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	29 of 35

Within their area of work, colleagues should have an understanding and appreciation of the following information in respect of manual handling:

- Access arrangements for risk assessments relevant to your own work activities involving manual handling;
- Identified control measures for the substances used in their own work activities and areas;
- The availability of any lifting aides or lifting equipment;
- Training requirements;
- Process for raising any issues or concerns involving manual handling activities.

3.6 DIFFICULT OR VIOLENT PEOPLE

Introduction

Although rare and uncommon, there may be instances where colleagues experience difficult people, and situation which have the potential to become violent. In such instances, colleagues should attempt to remove themselves and any other members of staff, from the situation, without jeopardising their or others' health or safety.

When it is safe to do so, colleagues should contact the Security Team on 01970 62(2649) and provide details of the incident.

General Guidance

The type of control measures that colleagues may wish to implement when dealing with situations or individuals which have the potential to become aggressive include:

- Meet in meeting rooms where you are visible to other members of staff.
- Locate yourself in a position nearest to the door.
- Do not meet with an individual alone if you believe that there is a risk that they may become violent.
- Keep the door open/ajar in situations where you feel uncomfortable.
- Schedule difficult meetings during core working hours when there is likely to be a significant number of colleagues present in the building.

The Health and Safety Executive (HSE) Guidance on Violence at Work is available at:


<http://www.hse.gov.uk/pubns/indg69.pdf>

Policies and Procedures

Further information relating to the University's Dignity and Respect at Work Policy is available at:

<https://www.aber.ac.uk/en/hr/policy-and-procedure/dignity/>

Local Arrangements

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	30 of 35

Within their area of work, colleagues should have an understanding and appreciation of the following information in respect of difficult or violent situations:

- Procedures for alerting colleagues of any situations involving aggressive and/or violent individuals.

3.7 WORKING AT HEIGHT

Introduction

Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces. ‘Work at height’ means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

Control Measures


Working at height can be applied to the hierarchy of control through the following steps:

- **Avoid** work at height where it's reasonably practicable to do so;
- Where work at height cannot be easily avoided, **prevent** falls using either an existing place of work that is already safe or the right type of equipment;
- **Minimise** the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated;

Do's and Don'ts

The Health and Safety Executive (HSE) have identified the following do's and don'ts which should be considered when working at height:

Do	Don't
<ul style="list-style-type: none"> • as much work as possible from the ground • ensure workers can get safely to and from where they work at height • ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly • take precautions when working on or near fragile surfaces • provide protection from falling objects • consider emergency evacuation and rescue procedures 	<ul style="list-style-type: none"> • overload ladders – consider the equipment or materials workers are carrying before working at height (Check the pictogram or label on the ladder for this information) • overreach on ladders or stepladders • rest a ladder against weak upper surfaces, e.g. glazing or plastic gutters • use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time) • let anyone who is not competent (who doesn't have the skills, knowledge and

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	31 of 35

experience to do the job) work at height

Use of Ladders

The most common instances of working at height will involve the use of ladders. All ladders should be subject to a formal and documented annual inspection. Colleagues should not use any ladders unless they have been subject to a recent formal inspection. In addition, ladders should be subject to pre-use checks to identify any obvious visual defects to the ladder. These include:

- Checking the stiles - not bent or damaged;
- Checking the feet – not missing, worn or damaged;
- Checking the rungs – not bent, worn, missing or loose;
- Checking any locking mechanisms – not bent or fixings worn;
- Checking the stepladder platform – not split or buckled;
- Checking the steps or treads – not contaminated or loose.

Training

A ladder safety training course is offered and delivered by the Health, Safety and Environment Team. The course aims to provide delegates with an understanding of the risks associated with working at height, control measures which should be adopted, and considerations for undertaking pre-use ladder checks.

Details of forthcoming training courses and bookings can be viewed at:

https://stafftraining.bis.aber.ac.uk/hs/list_courses.php

3.8 FOOD SAFETY


Food Hygiene Requirements

In general, preparation of food for consumption by others as part of a University activity must comply with food hygiene legislation. Those undertaking food preparation must have the appropriate level of food hygiene certification and follow appropriate hygiene techniques such as Hazard Analysis Critical Control Point systems. As a result of such requirements, all catering activities are managed by the University's hospitality outlets.

Further Information

There may be occasions when food produced by colleagues is distributed and consumed on the University's premises e.g. home baking. Colleagues should follow basic food safety and hygiene information during the preparation of such items.

Further information relating to food safety is available at: <https://www.aber.ac.uk/en/hse/proc-prac/food-drink/>

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	32 of 35

3.9 NOISE AND VIBRATION

Risk Assessments

Activities which expose individuals to noise and/or vibration will be identified in the appropriate risk assessments. Colleagues should ensure that the risks are appropriately controlled, that users have received information, instruction and training on identified control measures, and facilitate suitable health surveillance where appropriate. Failure to manage and control the associated risks may result in issues such as Hand Arm Vibration Syndrome (HAVS) and noise-induced hearing loss.

Symptoms and Effects of HAVS

Symptoms and effects of HAVS include:

- tingling and numbness in the fingers which can result in an inability to do fine work (for example, assembling small components) or everyday tasks (for example, fastening buttons);
- loss of strength in the hands which might affect the ability to do work safely;
- the fingers going white (blanching) and becoming red and painful on recovery, reducing ability to work in cold or damp conditions, e.g. outdoors.

Raising Concerns

Colleagues with any concerns relating to their use of vibrating or noisy equipment should contact their line manager immediately. The most efficient and effective way of controlling exposure is to look for new or alternative methods of working which eliminate or reduce exposure.

3.10 WASTE MANAGEMENT


Waste Hierarchy

Colleagues should consider the waste hierarchy when undertaking any activities which may generate or result in production of waste:

1. **Prevention:** Using less material in design and manufacture, keeping products for longer, re-use, using less hazardous materials.
2. **Re-Use:** Checking, cleaning, repairing, refurbishing, whole items or spare parts.
3. **Recycle:** Turning waste into a new substance or product, including composting if it meets quality protocols.
4. **Recover:** Anaerobic digestion, incineration with energy recovery, gasification and pyrolysis which produce energy etc.
5. **Disposal:** Landfill and incineration without energy.

Policies and Procedures

Further information relating to the University's policies and procedures in respect of waste management is available at: <https://www.aber.ac.uk/en/hse/proc-prac/wastemanagement/>.

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 1872 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	33 of 35

Should colleagues require further information relating to issues such as dealing with hazardous waste, please contact the Health, Safety and Environment Team at hasstaff@aber.ac.uk or on telephone extension 2073.

3.11 PERSONAL PROTECTIVE EQUIPMENT

Introduction

Even where engineering controls and safe systems of work have been applied and implemented, some hazards might remain. These may, if ineffectively managed, lead to injuries or harm to areas such as the lungs, head and feet, eyes, skin and body. For such cases, personal protective equipment (PPE) will be required to reduce and manage the risks.

Please note that Personal Protective Equipment should be considered when all other elements of the hierarchy of control have been exhausted.

Choosing PPE

All PPE used should be suitable for the activities where it will be used. Important considerations when selecting appropriate PPE will include:

- Choose products which are CE marked in accordance with the Personal Protective Equipment Regulations 2002 – product suppliers will be able to provide this information;
- Choose equipment that suits the user – consider the size, fit and weight of the PPE;
- If more than one item of PPE is worn at the same time, make sure they can be used together, e.g. wearing safety glasses may disturb the seal of a respirator, causing air leaks;
- Instruct and train people how to use it, including why it is needed, when to use it, and what its limitations are.

Using PPE

Colleagues should ensure that PPE is:


1. Properly assessed before use to make sure it is fit for purpose;
2. Maintained and stored properly;
3. Provided with instructions on how to use it safely, and that all instructions are followed;
4. Used correctly by users, and always used for required tasks;
5. Procured in accordance with the appropriate procurement framework (where relevant).

Further information relating to personal protective equipment is available at:

<https://www.aber.ac.uk/en/hse/proc-prac/ppe/>.

3.12 STATUTORY TESTING

Introduction

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	34 of 35

All Faculties and Professional Service Departments should have an understanding of the statutory testing requirements for equipment within their remit, which will be regularly reviewed by those with responsibility for the local health and safety management system, as determined by the University's Health and Safety Policy. The types of equipment which should be subject to regular testing and inspection will include, but will not be limited to:

- Lifting equipment and accessories for lifting;
E.g. Slings, hooks, shackles, eyebolts, scissors lifts, vehicle tail lifts, bath hoists telehandlers and industrial lift trucks, vehicle lifts accessories for lifting, etc.
- Local Exhaust Ventilation (LEV) systems;
E.g. Fume cupboards, canopies, oven and furnace flues, hoods, dust booths, paint spray booths, welding hoods, woodwork extraction, etc.
- Ladders;
- Air Conditioning Units;
- Pressure vessels
E.g. Autoclaves, steam boilers, coffee machines, air receivers, hot water boilers, etc.

In most of these instances, regular testing will be a legal requirement, with the regularity of testing denoted by the relevant legislation. It is the responsibility of the owning Faculty or Professional Service Department to ensure that such equipment is tested and/or inspected in line with legislative requirements. In a number of cases, the testing and inspection contracts for such equipment will be co-ordinated by the Estates Department e.g. fume cupboards, lifting aids, etc. Owning Faculties and Professional Service Departments must ensure that the Estates Department are notified and aware of all such equipment (including following any new purchases), and that they have been included on the appropriate inspection schedules. For further information, please contact the Estates Department Compliance Manager at sse@aber.ac.uk or on extension 2863.

Further Information


For further guidance or advice, relating to any pieces of equipment, please contact the Health, Safety and Environment Team at hasstaff@aber.ac.uk or on extension 2073.

3.13 OTHER

This document will be reviewed at regular intervals, to ensure that the information provided remains current and in keeping with the University's arrangements, legislative requirements, and recognised best practices.

The Health, Safety and Environment Team will also be undertaking a regular health, safety and environment internal audit programme, which will include all Faculties and Professional Service Departments. Further information relating to this programme is available at:

<https://www.aber.ac.uk/en/hse/auditing/>.

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G015
	Aberystwyth University Health, Safety and Environment Handbook	Issue	1
		Date	July 2018
		Page	35 of 35

Colleagues with any comments or queries relating to the content are invited to contact the Health, Safety and Environment Team at hasstaff@aber.ac.uk or on extension 2073.