



Health & Safety Staff Safety Guide

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1. Introduction

Edinburgh Napier University is committed to ensuring the health and safety of staff, students, visitors and contractors by taking all reasonable steps to provide and maintain safe working conditions, equipment and systems of work.

As a member of staff of the University, you have a crucial and legal role to play in health and safety. This booklet explains some of the laws on health and safety, and gives a statement of University Policy. It details your responsibilities as a member of staff and those of other post holders. It describes how health and safety is managed in the University and gives advice and information on how to deal with a range of hazards.

Please study the booklet and apply the contents to your workplace. By doing so you will enhance the health and safety of both yourself and your colleagues and students at Edinburgh Napier University.

These notes on Health and Safety are prepared for the benefit of new staff. Staff should read these notes as soon as possible after appointment and retain them for future reference.

All staff are required to adhere to the University Health and Safety Procedures agreed by the University Court and contained in these notes.

Should you have any queries relating to these procedures in particular, please contact the University Health and Safety Team. Queries on health and safety matters which occur in your normal course of work should be referred in the first instance to your immediate supervisor. Where the problem cannot be resolved through the School/Service managerial structure, advice can be sought from the University Health and Safety Team.

2. The Health and Safety Team

The Health & Safety Team provides a service to all Schools/Services within the University.

The main functions of the Health & Safety Team are:-

- To provide competent guidance, information, training and advice on all aspects of health, safety and welfare as it affects the University staff, students, visitors and contractors in order to ensure that standards of health, safety and welfare within the University comply with the requirements of all relevant legislation, codes of practice, guidance notes, etc. and the University Health and Safety Policy and Procedures.
- Creation, development and review of University fire precautions and procedures in accordance with relevant legislation. Overall monitoring of fire precautions and procedures throughout the University.
- Monitoring of the implementation and management of health, safety and workplace policies and procedures throughout the University.

3. Health and Safety responsibilities

All responsibility and authority for the management of health and safety is vested in the University Court.

A functional responsibility for safety management is delegated to all line managers throughout the University to ensure a high standard of health and safety in each area of operation.

All employees and students have the responsibility to work safely, report hazards and co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Detailed health and safety responsibilities are given in the University Health and Safety Policy which is available from Health and Safety [website](#) .

4. Statement of General Health and Safety Policy

In discharging its responsibility, the University Court will in particular ensure that all steps within its power are taken, in so far as is reasonably practicable, in respect of:-

- a) the provision and maintenance of place and systems of work that are safe and without risks to health;
- b) arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transportation of articles and substances;
- c) the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of staff and students of the University;
- d) the maintenance of any place of work under the University Court's control, in a condition that is safe and without risk to health and the provision and maintenance of means of access and egress from it that are safe and without such risks;
- e) the provision and maintenance of a working environment for staff and students that is safe, without risk to health, and adequate as regards facilities and arrangements for their welfare at work.

The University Court accepts its responsibility to protect employees and persons other than University employees against risk to health or safety arising out of, or in connection with, the activities of its staff.

In pursuance of this policy the University has established a Health and Safety Committee to advise the Court on all matters relating to health and safety in the University. The Health and Safety Committee receives reports from its specialist working parties and from permanent officers concerned with health, safety and welfare.

All employees and students have the responsibility to work safely; report accidents, near misses, dangerous occurrences and hazards; co-operate with management to achieve a healthy and safe workplace; and to take reasonable care of themselves and others.

5. Management of Health & Safety at Edinburgh Napier

The management of Health and Safety at Edinburgh Napier University is based on a strategy which includes:

- Identifying hazards and carrying out risk assessments to HSE format for each work area and introducing necessary control measures as required.
- Providing information and training to staff and students to ensure safe working and the development of a safety culture in the University.
- Setting standards for health and safety and regularly assessing the University's performance against these standards.
- Having effective emergency procedures to protect staff, students, visitors and contractors from serious or imminent danger.
- Through safety inspections and audits, monitoring the effectiveness of our Health and Safety Policy and systems and regularly reviewing both policy and systems as a result.

6. Your responsibilities for health & safety

It is important that all staff make every effort to avoid risks to themselves and to others by acting in a safe and responsible manner.

In particular you must:

- Follow the University Health and Safety Procedures, systems of work and management instructions.
- Report hazards and unsafe conditions to line management or the University Health & Safety Team so that corrective action may be taken.
- Instruct students, if appropriate, in safe working practices and provide effective supervision to ensure the health and safety of students.
- Follow instructions/guidance with regards to wearing personal protective equipment, manual handling, use of chemicals and operating electrical equipment.
- Know and carry out procedures relating to the emergency evacuation of the University, safe working and first aid.
- Participate in health and safety training.

7. What to do in the event of a fire or emergency

You must familiarise yourself with the fire action instructions printed on a blue and white notices around the university. In particular check the green and white directional arrows to the fire exits from your classrooms/workplace.

If you discover a fire:

- Operate the nearest alarm call point
- Call the Fire Service: dial (9) 999 and give address of campus
- Leave the building by the nearest exit

On hearing the alarm:

- Leave the building by the nearest exit closing doors behind you
- Do not stop to collect belongings
- **Do not** use lifts
- Go to nearest assembly point
- Do not re-enter the building until informed by the University Senior Fire Co-ordinator / Fire Officer
- Visitors with mobility difficulties should **not** use stairways but should proceed to the nearest disabled refuge and operate the two way communications system.

8. Disabled refuge procedure

All staff who may need assistance in an emergency evacuation should have a Personal Emergency Evacuation Plan (PEEP) drawn up by the Health & Safety Team. The relevant School/Service should contact the Health & Safety Team in the first instance. **Under no circumstances should disabled staff/students use lifts to evacuate the building**

Premises without Disabled Refuges

Staff, students and visitors with mobility difficulties should not use stairways, but proceed to the nearest place of safety and their whereabouts reported to Security (ext. 4444).

Campuses with Disabled Refuges

Under normal circumstances this should involve communicating to disabled persons the location(s) of disabled refuge areas and instructions on what to do once they are in a disabled refuge, giving re-assurance of their safety. Disabled refuge areas will always be located in areas of “comparative safety”¹. In the main these areas will be located within fire staircase enclosures and will be signposted. It is essential that these areas are kept clear from obstructions at all times.

¹ **Comparative Safety** - a place where, due to its construction, is deemed to be safe for a period of no less than 30 minutes. In most circumstances the fire rating is such that 60 minutes is more appropriate.

Procedure for Craiglockhart, Merchiston and Sighthill



Craiglockhart, Merchiston and Sighthill campuses have been fitted with two-way communication systems.

- When the fire alarm sounds proceed to your nearest disabled refuge ².
- Press the “press for help” button once to initiate a call (do not continue to press or hold during a call).
- This will also indicate at the fire panel that someone is in the specified refuge point.
- The call will be answered. If you get no reply, do not panic.
- Your call has been logged with 24 hour Security Control.
- Remain in the refuge until assistance arrives.

² Disabled refuges at Sighthill are identified by signage “Temporary Waiting Space”

9. What to do in the event of an illness or injury

In the event of any illness or injury, contact a trained First Aider via the Control Room ext. 4444 (0131 455 4444).

Give the following information to the Controller:

- Location of the injured or ill person (campus, School/Service and room number).
- Details of any injury or illness (e.g. faint, chest pain, broken bone).
- Extension number from which the call is being made and name of caller. Person making the request must remain with the patient until assistance arrives.

All injuries, no matter how trivial, and dangerous occurrences/near misses must be reported on the [official Accident Form](#) and emailed to the University [Health and Safety Team](#).

10. Reporting of a hazard

If you discover a hazard or a potential hazard to the health and safety of yourself or others, you should **immediately** inform your line manager in the first instance.

11. Risk assessment

Under the Management of Health & Safety at Work Regulations, the University as the employer is required to ensure that suitable and sufficient risk assessments are carried out of:

- a) the risk to the health and safety of his employees to which they are exposed whilst at work, and
- b) the risk to the health and safety of persons not in his employment, i.e. students, visitors and contractors.

Deans of School and Directors of Service who have the responsibility for the management of day to day running of the health, safety and welfare within their respective areas of control were or are requested to appoint Risk Assessors and to ensure that the required risk assessments are carried out within the School/Service.

A further programme of meetings and Health and Safety Auditing will ensure that these levels of compliance are achieved.

Further information and guidance on any aspect of Risk Assessments can be obtained from the Health and Safety Team. Risk assessment forms are available on the Health and Safety [website](#).

Risk assessments should be happening in your School/Service now!

12. Personal protective equipment

Protective clothing and equipment

At the University you may come into contact with some form of substances - liquid, solid or gas - which can cause injury if protective clothing or equipment is not worn.

If so, always use the protective clothing and equipment that is supplied for performing your work and make sure that it is the correct type of protection for the job. If in doubt, get advice from your Line Manager.

You should at all times take good care of clothing and equipment provided for your safety, otherwise it may become a danger to yourself or others. If after use you find that clothing or equipment is contaminated, make sure that it is cleaned at once. Any defects should be reported to your Line Manager immediately.

If your work is concerned with hazardous chemical gases, dust or vapours, make sure you use the appropriate safety clothing and equipment, and learn what action to take in an emergency.

Personal Protective Equipment should only be worn in the work area which requires it. You may require extra personal protective equipment if you have any skin complaint which could be irritated by chemicals/substances. Please indicate any problems to your Line Manager.

****Dress for the part****

Eye protection

Your eyes are undoubtedly the most vulnerable part of your body and the simplest of injuries to them can have drastic consequences. Where a risk assessment identifies the need for eye protection, the specification and type to be worn to be included in the assessment and personnel supplied with this type of protection.

You must always wear suitable and sufficient eye protection (goggles or eye shields) when provided to protect your eyes from dusts, flying particles, molten materials, liquids, fumes or harmful light and heat. Make sure you have the correct protection for the work you are doing and wear it properly.

Never watch welding or brazing work without wearing the correct type of goggles. Whenever possible, welders must screen their work to protect others from the harmful rays of the welding arc. Whenever you are doing work involving chipping, grinding or sanding, remember the passer-by and where possible erect a screen.

**** You can lose your sight only once - so protect your eyes!****

Noise

Excessive noise in the workplace can have a serious effect on your hearing. It creates stress which can affect your physical and mental well-being. Accidents can result from where you cannot hear instruction or warnings.

The University will make all efforts to reduce noise levels to comply with statutory regulations and codes of practice. Where noise levels are at or above those outlined in such statutory regulations or codes of practice, the areas will be clearly marked and staff and students obliged to use the hearing protection supplied by the University.

****Like eyesight, your hearing is priceless **
wear the protection provided!**

13. Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations require the University to identify all substances used or generated in the University which are hazardous to health. These substances may be in the form of dusts, mists, gases, vapours, solids or liquids. An assessment of health risks created by work involving these substances is then made and measures instituted to control the risk involved.

Staff duties under COSHH are to:

- Take part in School/Service safety training programmes.
- Read container labels (telling you about health risks and precautions to take).
- Use personal protective equipment properly and at all times when required.
- Include and update all chemicals in the Hazardous Database (if access to this is required, contact the Health and Safety Office).
- Follow laid down safe systems of work, Codes of Practice and experimental procedures.
- Report any hazard or defect.
- Use COSHH control measures.
- Co-operate with monitoring and health surveillance.
- Label and dispose of waste chemical material according to School/Service rules.

Remember container labels provide important information including the identity of the substance, possible hazards, safety precautions, emergency action in case of spills, fire or ingestion.

Further information:

- COSHH Assessment Record and Material
- Hazard Data Sheet should be available from appropriate School/Service Staff

14. Electricity at work

One of the main potential sources of accidents, indeed fatal accidents, in the workplace is the use of electricity. You should take great care and never interfere with any electrical apparatus or equipment.

The following Do's and Don'ts are essential for safe working with electricity:

Do's

- Report to your Line Manager any equipment, leads, plug tops that are damaged or overheating.
- Report to your Line Manager any equipment that is in an unsafe condition or situation.

Don'ts

- Don't swap leads between machines as the fuse ratings may vary.
- Don't use power leads that are damaged or frayed.
- Don't use equipment if the plug is damaged.
- Don't use leads that are not correctly clamped at the plug or socket.
- Don't use a damaged socket.
- Don't place papers, cups or plants on equipment.

Severe injuries and even death can result from **electric shock**. If someone suffers from electric shock:

- Switch off the current and pull out the plug before touching the casualty.
- If this is not possible, use something dry and wooden, such as a broom handle or a wooden chair, to move the casualty away from the power source.
- Check the casualty's breathing and pulse. If unconscious, place in the recovery position.
- Send for first aid/medical help immediately.

Never

- Touch the casualty until the power source has been turned off.
- Never apply water to a burn from an electric shock while the casualty is still attached to the electricity source.

** A regular programme of Portable Appliance Testing should be implemented within your area. Contact Property & Facilities ext.5000 for details.*

15. Display screen equipment

Under the *Health and Safety (Display Screen Equipment) Regulations as amended by the Health and Safety (Miscellaneous Amendments) Regulations*, a “user” means an employee who habitually uses DSE for a significant part of his/her normal work.

For DSE users, the University will:

- Provide online training and assessment for all users.
- Provide training and information on possible effects of health.
- Pay for certain spectacles when required for DSE work.
- Through line managers plan work so there are breaks or changes of activity.

Staff can do much to help themselves

You should make full use of the adjustment facilities for your DSE and work environment to get the best from them and avoid potential health problems. If the Regulations apply to you, your employer must cover these things in training. If the Regulations don't apply to you, using these facilities is still important. Here are some specific tips:

- Adjust your chair and DSE to find the most comfortable position for your work. As a broad guide, your arms should be approximately horizontal and your eyes at the same height as the top of the DSE casing.
- Make sure there is enough space underneath your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure on the backs of your legs and knees. A footrest, particularly for smaller users, may be helpful.
- Arrange your desk and screen so that bright lights are not reflected in the screen. You shouldn't be directly facing windows or bright lights. Adjust curtains and blinds to prevent unwanted light.

eLearning – Workstation package: Once a year you will receive a reminder to complete the workstation eLearning package (Essential Skillz). The eLearning workstation assessment may identify a very simple solution to a musculoskeletal or other health related problem. If this cannot readily be achieved by modification of the workstation, the member of staff should contact Occupational Health. A more detailed assessment will then be carried out.

Homeworking - If working from home, then once per year you are required to complete the Essential Skillz eLearning package - Homeworking and workstation assessment.

16. Housekeeping

Advantages of good housekeeping

- Less clutter and rubbish (these are the most common causes of fire and accidental injury).
- You can find what you are looking for quicker (improved efficiency and production and less frustration).
- Neat work area (more enjoyable and comfortable to work in).

Key steps to good housekeeping

- Machines (keep clean and follow maintenance routines, check machine guards, power cables and switches - report any defects immediately).
- Tools (clean off dirt and oil, store in appropriate area, repair or report defects).
- Storage (materials, substances must be clearly labelled, store in designated areas, keep containers secure).
- Floors/aisles/access areas (keep clear of debris and rubbish, do not store materials etc. where they could create a hazard).
- Personal Protective Equipment (keep clean and store correctly).

****Housekeeping is everyone's responsibility - that includes YOU!**

17. Waste disposal

Under current Environmental legislation, the University has a duty of care with regard to disposal of controlled waste. In particular the University must know what it is disposing of at any time, that potentially hazardous substances have been disposed of properly within these Regulations and COSHH controls, that waste is kept safe while it is with the University and only handed on to authorised persons with whom we have agreed transfer procedures. Please contact Property & Facilities to arrange uplift of items out with normal waste collection.

Staff must:

- Ensure that waste for disposal is collected and stored safely.
- Ensure that containers for waste will not allow spillage or piercing or endanger staff carrying the container.
- Label any waste which could present a risk.
- Ensure that cleaners, porters and waste disposal contractors who have to handle and transport waste in and from the University are not exposed to any risk.

18. Manual handling

Every year, many thousands are injured in the handling and carrying of goods. If manual handling is identified in the risk assessment, then a detailed manual handling assessment requires to be completed, to ensure all necessary controls have been put in place.

Do not attempt to lift a load which is excessively heavy or bulky. Unless the load is well within your personal capability, mechanical lifting equipment should be used. In manual handling, it is the leg muscles that should be used and **never** the back. Do not twist the body in picking up or setting down a load, and it is important not to overreach. Face the load squarely and lift so as to ensure an even distribution on the feet.

Other do's and don'ts of lifting and carrying

Do size up the job first and if it is too big to carry alone, get help from a colleague or lifting equipment.

Do use mechanical devices such as hoists, cranes or forklift trucks wherever possible.

Do wear protective clothing if necessary. Protective gloves will prevent cuts and abrasions while protective footwear can prevent a crushed foot (although in a situation where protective footwear might be necessary, consideration must be given to mechanical assistance).

Don't carry so much that you cannot see where you are going. This is particularly important in carrying large empty containers or stationery.

Don't jerk at a heavy load. This is more likely to strain an arm, shoulder or back than shift the load!

Don't keep trying to lift a load which you know is too heavy for you.

Don't change grip while carrying. Rest the load on a firm support then change.

Manual handling training should be attended by staff who carry out any type of manual handling. These courses are open to anyone and are free of charge to all staff. Further information on this course is available from the Health and Safety Team.

Manual Handling training is for everyone, not just those who lift heavy loads. Whether standing, lecturing, sitting at a desk, using a computer, filing, cooking, pushing a trolley or just picking a pencil off the floor, we are probably moving our body in an awkward way. This may result in the all too familiar aches and pains and even long term problems. Some of us suffer from repetitive strain injury from using a computer keyboard for example or from domestic work or from sports activities to name but a few.

Manual Handling training looks at how we can reduce the risk of injury to ourselves and others by addressing issues such as how to look after our back, muscles and joints, how to make our home and workplace safer and how to solve handling and moving problems in the home and workplace.

Online eLearning Manual Handling training available¹ (Apps Anywhere – Essential Skillz)

19. Pregnancy, new mothers and nursing mothers

Pregnant women, new mothers and nursing mothers are particularly sensitive risk groups and need to be protected against hazards. It is essential that if you fall into these risk groups, that you inform your Dean of School or Director of Service as soon as possible, so that any necessary precautions can be taken and a Risk Assessment carried out.

20. Access to the university by children

Many areas of the University are potentially very hazardous to children. Those of particular risk include laboratories, workshops, kitchens and plant rooms. It is also the case that children can be subject to hazards within general areas as a result of the normal traffic of staff and materials.

The University's Statement of Safety Policy, Organisation and Procedures states that *"the University Court accepts its responsibility to protect persons arising out of or in connection with the activities of its employees"*. It is clear that the University Court has a responsibility to protect any children on the premises.

The Statement of Policy also makes reference to the fact that "the final level of responsibility for matters of health and safety is that of each employee or student:-

- to take reasonable care for the health and safety of her/himself and;
- as regards any duty or requirement imposed on the University Court or any other person by or under any of the relevant statutory divisions to co-operate with her/him so far as is necessary to enable that duty or requirement to be complied with".

It is apparent that children, because of their age, are not in a position to comply with the requirements stated above. For the purpose of this procedure, a child is defined as being less than 16 years of age.

In order to exercise proper control, the access arrangements for children in University properties will be:-

- All access to general and public areas of the University by children will be permitted only when they are accompanied by a responsible adult. Children coming into the University with adults must not be without their supervision at any time while on University property.
- A suitable and sufficient risk assessment is carried out.
- Written authorisation from the Dean of School or Director of Service.

No animals or pets are permitted on University premises except guide dogs.

21. Authorisation for unattended running of experimental apparatus

The unattended operation of experimental apparatus outside normal access hours in educational establishments poses a potential health and safety risk to security staff, cleaners, other users of the building or laboratory and members of the emergency services who may attend an incident.

The University Health and Safety Committee, recognising this potential risk, has approved the introduction of a safe system of work, i.e. the overnight running authorisation system to counteract it. A suitable and sufficient risk assessment must be carried out for all experiments.

The guidance applies to:-

- Apparatus and rigs but not proprietary such as refrigerators, drying ovens, spectrometers etc.
- Use of apparatus outside normal working hours including overnight, weekends and holidays.
- Those wishing to leave apparatus unattended, including research students, their supervisors, academics, technicians, etc.
- The appropriate [Authorisation for Unattended Running of Experimental Apparatus form](#) should be used.

22. Events

All events require to be risk assessed and all necessary precautions must be taken to reduce the risk to the lowest reasonably practicable level. All fire escapes and exit routes are to be kept clear and maintained at all time. Any connections/alterations to building services are to be liaised with the Property & Facilities Helpdesk on ext. 5000. Any modifications to the building systems must not interfere with fire and health and safety systems (e.g. lighting, escape routes, doors, etc.).

Access and egress routes must be risk assessed where catering during events requires food to be moved from area to area.

Deliveries must be risk assessed where significant risks are identified. Access/egress, loading and unloading areas, as well as storage areas must be addressed prior to the delivery taking place.

An Unusual Events form (available from Property & Facilities - Security) must be completed and signed off by relevant University personnel prior to any events taking place.

23. General health and safety information

Health & Safety Staff Intranet

<https://staff.napier.ac.uk/has>

The Health and Safety website provides information on:

- general health and safety issues
- training
- Health & Safety policy
- procedures and guidance
- forms and checklists
- fire/emergency information

Health & Safety Training

The Health & Safety Team deliver a programme of in-house training courses – more details on the [website](#).

Health & Safety eLearning

A suite of health and safety eLearning packages are available on university computers ¹

Mandatory packages: ²

Health & Safety Induction (on commencement of employment)

Workstation (once a year)

Fire Safety (every two years)

Other Essential Skillz eLearning Packages¹ include:

Manual Handling, COSHH, Driving, Stress Awareness, Risk Assessment

¹ Apps Anywhere - Essential Skillz

² You will receive automatic email reminders for the mandatory training