**Health & Safety Team**

**Annual School/Service Safety Report – January to December 2022**

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| **Name of School/Service** |  |
| **Name of Dean/Director** |  |
| **Name(s) of School/Service Safety Co-ordinator(s)** |  |

* Directors of the larger Professional Services and Deans of Schools incorporating research areas should ensure that copies of the report are completed by each area of the Service/School and then submitted for their approval and signature.
* Before returning completed report, please ensure all sections are completed.
* Where evidence is requested, please provide one example from the last 12 months.
* Further [guidance](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/policies/Documents/HS%20Management%20Guide%20Deans%20Directors%20v2.1%202022-11.pdf) for Deans/Directors.

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| **1** | **All questions have been answered** |[ ]
| **2** | **Evidence is attached for all questions marked with an \*** |[ ]
| **3** | **Appendix A has been fully completed**  |[ ]
| **4** | **Dean of School/Director of Service has signed report** |[ ]
| **5** | **Copy of completed report retained by School/Service** |[ ]

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| 1. | School/Service Safety Organisation | **Yes** | **No** |
| 1.1 | Has a School/Service Safety Co-ordinator(s) been appointed? (Please [check list](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Documents/Safety-Coordinators-listing.pdf) and list current School/Service Safety Co-ordinators in Appendix A) |[ ] [ ]
| 1.2 | Is the School/Service Safety Co-ordinator aware of their health and safety responsibilities? (Refer pages 12-13 of [Management of Health and Safety Guidance](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/policies/Documents/HS%20Management%20Guide%20Deans%20Directors%20v2.1%202022-11.pdf)) | [ ]  |[ ]
| 1.3 | Are these health and safety responsibilities documented and appraised in their My Contribution? | [ ]  |[ ]
| 1.4 | Do you have a School/Service Health & Safety Committee or is health and safety a standing item on management committee agenda?(Refer pages 14-17 of [Management of Health and Safety Guidance](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/policies/Documents/HS%20Management%20Guide%20Deans%20Directors%20v2.1%202022-11.pdf)) |[ ] [ ]
| 1.5 | Has the School/Service Health & Safety Committee met during the last 12 months? If so, provide a copy of the minutes/agenda for management committee. **\* attach one piece of evidence from last 12 months** If not, please advise when next meeting will take place.  |[ ] [ ]
| **If you have answered “no” to any of this section, please state how you will implement action to address this with your School/Service and the projected timescale for implementation:** |

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| 2. | School/Service Safety Documents | **Yes** | **No** |
| 2.1 | Are the local health and safety procedures available (i.e. local safe systems of work/safe operating procedures)? **\* attach one piece of evidence from last 12 months** | [ ]  |[ ]
| 2.2 | Are all local health and safety procedures reviewed on a regular basis and revised in line with changing needs? | [ ]  |[ ]
| 2.3 | Are there effective arrangements to ensure that health and safety information published internally, or received from external sources, is properly made known and distributed to all relevant persons? |[ ] [ ]
| **If you have answered “no” to any of this section, please state how you will implement action to address this with your School/Service and the projected timescale for implementation:** |

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| 3. | School/Service Safety Inspections | **Yes** | **No** |
| 3.1 | Has a local health and safety inspection of your area been carried out and **documented** during the past 12 months? **\* attach one piece of evidence from last 12 months** ([Standard checklists](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/forms/Pages/Inspectionchecklists.aspx) are available on the intranet) | [ ]  | [ ]  |
| 3.2 | Have all required actions been implemented? |[ ] [ ]
| **If you have answered “no” to any of this section, please state how you will implement action to address this with your School/Service and the projected timescale for implementation:** |

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| 4. | Management of Health and Safety at Work Regulations | **Yes** | **No** |
|  | ALL Schools/Services have a legal requirement to carry out Risk Assessments. [Risk Assessment Forms](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/forms/Pages/RiskAssessment.aspx)  | [Risk Assessment Policy](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/policies/Documents/Risk%20Assessment%20Policy%20v1.1%202021-02.pdf)  | [Risk Assessment Flowchart](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/policies/Documents/risk-assessment-flowchart-12.2017.pdf) |
| 4.1 | Have suitable and sufficient School/Service Risk Assessors been trained and appointed? (Please [check list](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Documents/risk-assessors-listing.pdf) and list current School/Service Risk Assessors in Appendix A) |[ ] [ ]
| 4.2 | Have suitable and sufficient written assessments been made identifying hazards and risks to the health and safety of staff and students while at work in your area? **\* attach one piece of evidence from last 12 months** |[ ] [ ]
| 4.3 | Have the required control measures identified by these risk assessments been put in place? |[ ] [ ]
| 4.4 | Are risk assessments reviewed on a regular basis? (At least annually for continuing activities, sooner if there are significant changes) |[ ] [ ]
| **If you have answered “no” to any of this section, please state how you will implement action to address this with your School/Service and the projected timescale for implementation:** |

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| 5. | Health and Safety Instruction and Training 1 | **Yes** | **No** |
| 5.1 | Do you ensure that all your staff/researchers are aware of the requirement to complete the mandatory [Health & Safety eLearning Essential Skillz packages](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/training/Pages/eLearning.aspx) **2**? See attached spreadsheet detailing the current status of those who have/have not completed the mandatory H&S training modules. |[ ] [ ]
| 5.2 | Have all staff received adequate health and safety instruction and training to ensure competency relevant to the needs of the area and job role (as per the [Competency & Training Matrix](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/training/Pages/training-matrix.aspx)) **\* attach your completed Competency & Training Matrix** |[ ] [ ]
| 5.3 | Have you made all your staff/researchers aware of the optional eLearning [Essential Skillz packages](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/training/Pages/eLearning.aspx) available? |[ ] [ ]
| 5.4 | Have all students received adequate health and safety induction, training and instruction relevant to the needs of their course? |[ ] [ ]
|  | 1 “Training” need not necessarily be in the form of formal training but may consist of “on the job” instruction and training which is an integral part of the work activity, where appropriate. A list of Health & Safety face to face training courses is available on HR Connect. 2 Workstation (annually), Fire Safety (every 2 years), H&S Induction (once-off) |[ ] [ ]
| **If you have answered “no” to any of this section, please state how you will implement action to address this with your School/Service and the projected timescale for implementation:** |

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| 6. | Health & Safety Display Screen Equipment Regulations | **Yes** | **No** |
| 6.1 | Have **all your staff** carried out the self-assessment [Essential Skillz](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/training/Pages/eLearning.aspx) online Workstation training package and ErgoWize assessment?Note: this will be carried out annually or when there are any changes to the workstation |[ ] [ ]
| 6.2 | Have all outstanding concerns raised through the ErgoWize assessments been resolved by line managers within your area? |[ ] [ ]
| 6.3 | Where required, has a formal [Occupational Health workstation assessment](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/ErgonomicEquipment.aspx) been requested through HR and any actions implemented? |[ ] [ ]
| **If you have answered “no” to any of this section, please state how you will implement action to address this with your School/Service and the projected timescale for implementation:** |

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| 7. | Fire Safety | **Yes** | **No** |
| 7.1 | Are all staff in your area given instructions on the University fire [emergency procedures](http://staff.napier.ac.uk/services/governance-compliance/healthandsafety/fire/Pages/EmergencyProcedures.aspx)? |[ ] [ ]
| 7.2 | Have students/visitors/contractors been given instructions on the University fire emergency procedures? |[ ] [ ]
| 7.3 | Have sufficient fire wardens been appointed within your area? (Please [check](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/fire/Documents/fire-wardens-current.pdf) list and indicate current details in Appendix A) |[ ] [ ]
| 7.4 | Are all staff/students requiring a Personal Emergency Evacuation Plan ([PEEP](http://staff.napier.ac.uk/services/governance-compliance/healthandsafety/fire/Pages/peeps.aspx)) identified? |[ ] [ ]
| **If you have answered “no” to any of this section, please state how you will implement action to address this with your School/Service and the projected timescale for implementation:** |

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| 8. | Accident and Occupational Ill-Health Reporting | **Yes** | **No** |
| 8.1 | Has an effective system been established to ensure that all accidents and incidents are reported to the Health & Safety Team on the University [accident reporting](http://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Pages/Accidents.aspx) form. (Accident form can now be downloaded and emailed to the Health & Safety Office) |[ ] [ ]
| 8.2 | Are all staff aware of the University [accident reporting procedure](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Pages/Accidents.aspx)? |[ ] [ ]
| 8.3 | Do you have first aiders for your area? ([List of first aiders](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Documents/first-aiders-list.pdf)) |[ ] [ ]
| 8.4 | Has the [Occupational Health Service](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/Health-Surveillance-.aspx) been notified of all statutory health surveillance needs and other required medicals? (please refer to [Health Surveillance Policy](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/policies/Pages/Policies-A-Z.aspx)) |[ ] [ ]
| **If you have answered “no” to any of this section, please state how you will implement action to address this with your School/Service and the projected timescale for implementation:** |

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| 9. | Control of Contractors *A Contractor is defined as any individual, company or organisation, other than an employee, engaged by the University to carry out any work for gain or reward.* | **Yes** | **No** | **N/A** |
| 9.1 | Are there suitable systems in place to determine that appointed contractors are competent (i.e. sufficient skills and knowledge)? |[ ] [ ] [ ]
| 9.2 | Are all [contract administrators](http://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Pages/ContractAdministrators.aspx) in your area suitably trained? |[ ] [ ] [ ]
| 9.3 | Are contractors provided with information on University safety procedures (e.g. induction, permits etc.) ([Code of Practice for the Management of University Contractors/Works](http://staff.napier.ac.uk/services/governance-compliance/healthandsafety/booklets/Pages/Contractors.aspx))?  |[ ] [ ] [ ]
| 9.4 | Are there suitable School/Service supervision procedures in place for contractors? |[ ] [ ] [ ]
| 9.5 | Are all contractors carrying out work to the fabric of the building referred to Property & Facilities prior to commencement? |[ ] [ ] [ ]
| 9.6 | Are copies of records of the above held centrally by the School/Service and available to the University Health & Safety Team for monitoring purposes? |[ ] [ ] [ ]
| 9.7 | Are suitable and sufficient risk assessments being provided by contractors and approved by the Contract Administrator? |[ ] [ ] [ ]
| **If you have answered “no” to any of this section, please state how you will implement action to address this with your School/Service and the projected timescale for implementation:** |

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| 10. | Control of Substances Hazardous to Health (COSHH) | **Yes** | **No** | **N/A** |
| 10.1 | Have suitable and sufficient written [assessments](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/forms/Pages/coshh.aspx) been made of the risks created by working with substances hazardous to health, including biological agents? **\* attach one piece of evidence from last 12 months** |[ ] [ ] [ ]
| 10.2 | Have you appointed relevant staff to manage and log hazardous substances on the University hazardous database? (If you require access to the database for relevant staff, please contact the H&S Office.) |[ ] [ ] [ ]
| 10.3 | Do you ensure that the University hazardous database is continually updated? |[ ] [ ] [ ]
| 10.4 | Do you ensure that all hazardous substances are purchased, stored and disposed of in line with university policies?[Hazardous Substances Policy (Safe Purchase, Storage and Disposal](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/policies/Documents/Hazardous%20Substances%20v1.0%202021-11.pdf)) |[ ] [ ] [ ]
| 10.5 | Has [health surveillance](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/Health-Surveillance-.aspx) been requested from Occupational Health and is it being carried out where it is required by COSHH? |[ ] [ ] [ ]
| **If you have answered “no” to any of this section, please state how you will implement action to address this with your School/Service and the projected timescale for implementation:** |

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| 11. | Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) | **Yes** | **No** | **N/A** |
| 11.1 | Have suitable and sufficient School/Service DSEAR risk assessments been made under the [DSEAR](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/policies/Documents/DSEAR.pdf) Regulations? |[ ] [ ] [ ]
| **If you have answered “no” to any of this section, please state how you will implement action to address this with your School/Service and the projected timescale for implementation:** |

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| 12. | Electricity at Work Regulations | **Yes** | **No** |
| 12.1 | Are you aware of any issues with portable appliance testing in your area? ([PAT Policy](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/policies/Documents/PAT%20v1.0%202022-09.pdf)) |[ ] [ ]
| 12.2 | Are you aware of the [safe disposal procedures](https://staff.napier.ac.uk/services/facilities/sustainability/Pages/Reducing-Waste.aspx) for electrical equipment? |[ ] [ ]
| **If you have answered “no” to any of this section, please state how you will implement action to address this with your School/Service and the projected timescale for implementation:** |

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| 13. | Manual Handling Operations Regulations | **Yes** | **No** |
| 13.1 | Are all [manual handling](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Pages/ManualHandling.aspx) operations assessed, recorded and actioned, and records kept by the School/Service?**\* attach one piece of evidence from last 12 months** |[ ] [ ]
| 13.2 | Does the School/Service have suitable and sufficient other equipment to deal with manual handling tasks and is it regularly inspected and maintained? |[ ] [ ]
| **If you have answered “no” to any of this section, please state how you will implement action to address this with your School/Service and the projected timescale for implementation:** |

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| 14. | Personal Protective Equipment at Work Regulations | **Yes** | **No** | **N/A** |
| 14.1 | Is suitable Personal Protective Equipment ([PPE](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/policies/Documents/Personal%20Protective%20Equipment%20Policy%20v3.0%202022-06.pdf)) provided to staff and students as required? |[ ] [ ] [ ]
| 14.2 | Have staff and students received appropriate instruction and training in the use of PPE? |[ ] [ ] [ ]
| 14.3 | Are appropriate mandatory PPE notices displayed? |[ ] [ ] [ ]
| 14.4 | Are you aware of the correct use, storage and disposal of [PPE](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/policies/Documents/Personal%20Protective%20Equipment%20Policy%20v3.0%202022-06.pdf)? |[ ] [ ] [ ]
| **If you have answered “no” to any of this section, please state how you will implement action to address this with your School/Service and the projected timescale for implementation:** |

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| 15. | Control of Noise at Work Regulations | **Yes** | **No** | **N/A** |
| 15.1 | If applicable, has a noise assessment been made? [Noise Policy](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/policies/Documents/Noise%20Policy%20v3.0%202022-10.pdf)   |[ ] [ ] [ ]
| 15.2 | Has noise been reduced as far as reasonably practicable? Have recommended controls to reduce noise been implemented by the School/Service? |[ ] [ ] [ ]
| 15.3 | Is suitable and sufficient personal hearing protection provided where required? |[ ] [ ] [ ]
| **If you have answered “no” to any of this section, please state how you will implement action to address this with your School/Service and the projected timescale for implementation:** |

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| 16. | Hand/Arm Vibration | **Yes** | **No** | **N/A** |
| 16.1 | Has a requirement for a hand/arm vibration assessment been identified for any of your staff? |[ ] [ ] [ ]
| 16.2 | Has [health surveillance](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/Health-Surveillance-.aspx) been requested from Occupational Health? |[ ] [ ] [ ]
| **If you have answered “no” to any of this section, please state how you will implement action to address this with your School/Service and the projected timescale for implementation:** |

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| 17. | Plant and Equipment | **Yes** | **No** | **N/A** |
| 17.1 | Has all plant and equipment1 been inspected and thoroughly examined in accordance with LOLER and PUWER?1 e.g. cleaning equipment, ladders, hand tools, workshop equipment |[ ] [ ] [ ]
| 17.2 | Does the School/Service have an Asset Register of plant and equipment? |[ ] [ ] [ ]
| 17.3 | Are staff trained and competent to use work equipment? |[ ] [ ] [ ]
| **If you have answered “no” to any of this section, please state how you will implement action to address this with your School/Service and the projected timescale for implementation:** |

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| 18. | Additional Comments |  |  |
| If you wish to draw the attention of the Safety Officer to any particular health and safety matters in your School/Service, please specify below: |
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| Signature |
| Directors of the larger Professional Services and Deans of School incorporating research areas should ensure that [**separate copies**](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/forms/Pages/SchoolServiceSafetyReports.aspx) of the report are completed by each area of the Service/School and then submitted for their approval and signature. **Please note that these reports can be required as evidence by either our insurers and legal advisers, or insurers and advisers acting on behalf of a third party, when a civil claim or statutory health and safety enforcement is made.** |
| **Dean of School / Director of Service Signature** |  |
| **Print Name** |  |
| **Date** |  |

**Please email to the** **Health & Safety Office**

healthsafetyoffice@napier.ac.uk

**by Monday 13 February 2023**

# Appendix A

**Please check the listings and provide an update of current staff in the boxes below. Please also advise of any staff who have left these roles.**

# Safety Co-ordinators [current listing](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Documents/Safety-Coordinators-listing.pdf)

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| **Name** | **Location** |
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# Fire Wardens [current listing](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/fire/Documents/fire-wardens-current.pdf)

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| **Name** | **Location** |
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# Risk Assessors [current listing](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Documents/risk-assessors-listing.pdf)

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| **Name** | **Location** |
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**First aiders** [current listing](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Documents/first-aiders-list.pdf)

School/Service to review listing and whether they are still required/carrying out this function. Please provide any updates below.

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| **Name** | **Location** |
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