Health & Safety – July 2023 monthly update

Welcome to the monthly update from the H&S Team

Meet the team:

Bob Rennie, Head of Health & Safety
Sean Hughes, Health & Safety Manager
David Conner, Health & Safety Manager
Kevin Weir, Fire Safety Adviser (part-time Mon-Wed)
Ruth Thin, Health & Safety Co-ordinator

Contact us:

6.B.22 Sighthill Campus

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0131 455 6377

Website

Accidents - 8

Cut – severe	3	Staff	2
Cut/graze – minor	3	Students	1
Burn – minor	1	Visitors	3
Sprain/strain	1	Contractor	2
	8		8

Trends

Greater care to be taken by individuals of their working surroundings and when using equipment.

First aid only - 3

Faint	2	Staff	1
Back strain	1	Student	2
		Visitor	0
		Contractor	0
	3		3

Trends

No trends identified

Near misses [1] - 3

Unsafe work practices	1	Staff	1
Chemical	1	Student	1
Lift entrapment	1	Visitor	0
		Contractor	1
[1]Includes dangerous occurrences	3		3

Trends

No trends identified

Trends - Accidents, First Aid Incidents, Dangerous Occurrences and Near Misses - Jul 22 to Jul 23
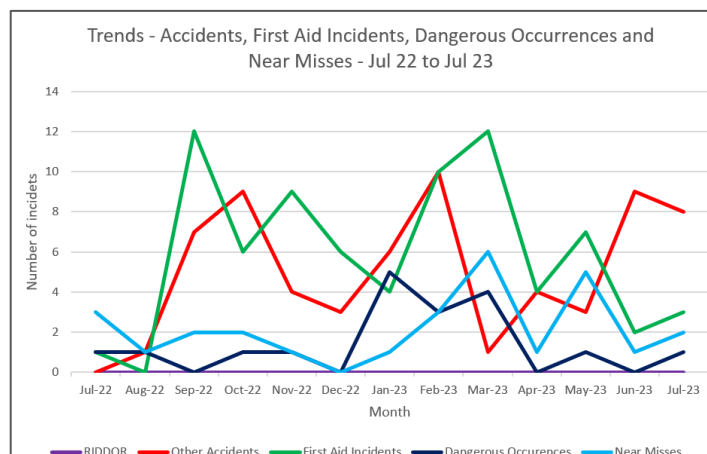
Unscheduled fire evacuations

Campuses	0
Residences	0
Total	0

- ✓ **Do not prop open fire doors with wedges or chairs**
- ✓ **Please keep emergency exit routes/corridors clear at all times**
- ✓ **If you are interested in becoming a fire warden, please contact the Health & Safety Team**

H&S Policies (reviewed, updated and published in July 2023)

Workplace (Health, Safety & Welfare) Regs v3.0

The H&S Team are currently reviewing all the University H&S policies – any comments please contact us
All the H&S Policies are available on the H&S website in Policies A-Z

Essential Skillz – Health & Safety eLearning modules

Essential Skillz provides an extensive suite of health and safety eLearning packages
Access to Essential Skillz is through Apps Anywhere (Start menu - Apps Anywhere or apps.napier.ac.uk)

All Staff
All staff are required to complete:
- Workstation module annually
- Fire Safety module every 2 years
- Health & Safety Induction – once-off completion
Automatic reminders are issued from the system

Line Managers
Line Managers are asked to review completion of these mandatory modules at the end of year My Contribution reviews and to encourage staff to ensure they are up to date with their training

Line Managers are also asked to ensure that they action and close-off any concerns raised in the Workstation assessments by staff they line manage (Guide on updating/closing-off concerns)

Optional eLearning modules
Essential Skillz also provides optional modules which staff can self-enrol on through the Library tab
- DriveWize
- Electrical Safety
- Hazardous Substances (COSHH)
- Home Working
- Manual Handling
- Risk Assessment
- Stress Awareness