



Health & Safety, Edinburgh Napier University

**Health & Safety Guidance  
for  
Knowledge Transfer Partnership  
Associates**

Edinburgh Napier University has a responsibility to all employees (associates) working off-campus to ensure that the company provider will offer a safe working environment.

This **Health and Safety Guidance for Knowledge Transfer Partnership (KTP) Associates** is provided to help you with this. It provides simple checklists and examples of letters, which can be altered as appropriate. This guidance and its appendices are available on the Health and Safety Outlook Public Folder and website.

## KTP Associates Working Off-Campus

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- Universities have a statutory duty not to expose employees (KTP Associates) to risks to their health and safety so far as is reasonably practicable and this extends to employees on work placement in industry, commerce etc. The Health and Safety Executive encourages the practice whereby arrangements are formal and written and include the University guidance about Health and Safety for Associates.
- Schools/Services with any KTP associates going into a company partner premises will put in place procedures for the provision of relevant health and safety information and adequate training and supervision. Each stage of the procedure will require to be backed by written records and kept by the School/Service.
- The provision for KTP associates of relevant health and safety information, instruction, training and supervision are particularly important aspects, given the diversity of company partner premises.
- Academic supervisors must take reasonable care of themselves and of other people who may be affected by their acts or omissions at work. This means academic supervisors must be confident in carrying out their tasks in accordance with statutory requirements and any other relevant guidance. The School/Service will therefore assess their associates' training needs and arrange for any necessary training.

Associates working off-campus must take reasonable care of their own health and safety and that of other people who may be affected by their actions. They must also co-operate with the company partner in complying with their legal duties.

The following guidelines are provided to assist Schools in achieving health and safety standards for associates working off-campus. (For associates or staff travelling abroad, please refer to the **Health and Safety Guidance for Travel Overseas**).

- A health and safety checklist (**Appendix 1**) must be sent to each company partner. Any "no" responses would require further consideration, possibly with the involvement of the Safety Adviser or, if necessary, by specific assessment to ensure that the workplace is suitable.
- Where special arrangements are needed for associates with disabilities, academic supervisors should ensure that company partners are given full information and any necessary advice well in advance of the placement.
- The associate will not start work until they have received the authority to start the placement and the placement has been given approval.
- A compulsory health and safety briefing for associates must cover items as laid down in the KTP Associate Workplace Induction Checklist (**Appendix 5**) and Schools/Services will ensure that their associates are adequately briefed on health and safety prior to going out into the company partner and ensure health and safety instruction and training is also provided by the company partner.
- An effective debriefing session at the end of the KTP programme will take place.

Further information is contained in the Guidance Section (appendices with standard forms are available on disk for customising to meet School requirements).

## Guidance Section

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The package includes:-

### APPENDICES

		<i>Code</i> <sup>1</sup>
<b>Appendix 1</b>	Associate Health and Safety Checklist	(Univ)
<b>Appendix 2</b>	Example of Letter to Company Partner	(CP)
<b>Appendix 3</b>	Example of Letter to KTP Associate	(Assoc)
<b>Appendix 4</b>	Example of Record Sheet	(Univ)
<b>Appendix 5</b>	KTP Associate Workplace Induction Checklist	(Assoc)
<b>Appendix 6</b>	Briefing Notes for the Preparation of Associates Prior to Programme Commencement	(Univ)
<b>Appendix 7</b>	Health & Safety Guidance Notes for KTP Associates	(Assoc)

<sup>1</sup> **Note:** Coding of pages denotes final recipient:

(Univ)	University
(CP)	Company Partner
(Assoc)	Associate

In addition, there is an online Health and Safety Training package on Apps Anywhere called **Essential Skillz**, which staff can access. It covers the main areas of health and safety and is a good induction tool.

To access the package:

*Apps Anywhere (apps.napier.ac.uk) – Essential Skillz*

**Appendix 1**

**ASSOCIATE HEALTH AND SAFETY CHECKLIST**

Name of Company Partner.....  
 Address .....  
 .....  
 Telephone ..... Fax.....

	Yes	No
<b>1</b> Do you have a written Health and Safety policy?	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b> Do you have a policy regarding health and safety training for people working in your undertaking, including use of vehicles, plant and equipment, and will you provide all necessary health and safety training for the KTP Associate?	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b> Is the organisation registered with:		
<b>a</b> - the Health and Safety Executive	<input type="checkbox"/>	<input type="checkbox"/>
<b>b</b> - the Local Authority Environmental Health Department?	<input type="checkbox"/>	<input type="checkbox"/>
<b>4 Insurance</b>		
<b>a</b> - Is Employer and Public Liability Insurance held?	<input type="checkbox"/>	<input type="checkbox"/>
<b>b</b> - Will your insurances cover any liability incurred by a KTP associate as a result of his/her duties as an associate?	<input type="checkbox"/>	<input type="checkbox"/>
<b>5 Risk Assessment</b>		
<b>a</b> - Have you carried out risk assessment of your work practices to identify possible risks whether to your own employees or to others within your undertaking?	<input type="checkbox"/>	<input type="checkbox"/>
<b>b</b> - Are risk assessments kept under regular review?	<input type="checkbox"/>	<input type="checkbox"/>
<b>c</b> - Are the results of risk assessment implemented?	<input type="checkbox"/>	<input type="checkbox"/>
<b>6 Accidents and Incidents</b>		
<b>a</b> - Is there a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR?	<input type="checkbox"/>	<input type="checkbox"/>
<b>b</b> - Have you procedures to be followed in the event of serious and imminent danger to people at work in your undertaking?	<input type="checkbox"/>	<input type="checkbox"/>
<b>c</b> - Will you report to the university <i>all</i> recorded accidents involving KTP associates?	<input type="checkbox"/>	<input type="checkbox"/>
<b>d</b> - Will you report to the university any sickness involving KTP associates which may be attributable to the work?	<input type="checkbox"/>	<input type="checkbox"/>

**Contact Personnel**

Who is your nominated contact for compliance with the requirements of health and safety legislation?

**Name and position**..... **Tel**.....

The above statements are true to the best of my knowledge and belief.

**Signed**.....

**Position**..... **Date**.....

Thank you for completing the questionnaire. Please return it as soon as possible to:

.....**Academic Supervisor**

**School/Service**.....**Edinburgh Napier University**

## Appendix 2

### EXAMPLE OF LETTER TO COMPANY PARTNER (Please alter as appropriate)

Our Ref:

Date:

Dear Sirs

#### **KTP Associate**

We are very pleased that you have been able to offer a work placement to \_\_\_\_\_.

As part of the Knowledge Transfer Partnership Associate Programme, current legislation places primary responsibility for health and safety training and equipment on the employer, but we recognise that the company partner also has a duty of care. We have given information on health and safety as part of the associate induction and further information is contained in the placement documents issued to KTP associates. However, this is of a general nature and does not include the specific information needed for any particular job.

The Health and Safety Executive has recommended that we ask formally for assurances on health and safety so, as part of the approval process, we should be grateful if you would complete and return the enclosed checklist. We are sorry to burden you with yet another piece of paper but hope that you will not find the questions too onerous and will understand our reasons for asking them. We have told KTP associates that they must not start work before the company partner is approved. If there is a change in location or working practice which would cause you to amend your answers as indicated in the enclosed "*Health and Safety Checklist*", we would be grateful if you could notify the university accordingly.

Please return the checklist to the Academic Supervisor on completion.

Each KTP associate will be given written guidelines which clearly describe the various documents which he or she needs to produce to satisfy the course requirements. These include a "*Workplace Induction Checklist*" which the associate should complete within a week of starting work.

We would welcome joint talks with you and the KTP associate to construct a programme of learning to be achieved while on leave with your organisation, compatible with the needs of your organisation and those of the associate and the university. Through this we could all identify and be assured of health and safety issues which might be met, or for which training is needed.

Thank you once again for offering a company partnership. The vast majority of previous partnerships have worked very well and proved to be of great benefit to both associate and the company partnership. We trust that this year will be no exception.

Yours faithfully

**Appendix 3**

**EXAMPLE OF LETTER TO KTP ASSOCIATE**  
*(Please alter as appropriate)*

Name.....

Name of KTP.....

**KTP Associate  
Authority to Start Programme**

This authority enables you to begin your programme immediately, or on the date agreed with the company partner, whichever is the later.

It is valid for the whole of your employment with the company partner named below, unless circumstances change sufficiently to warrant its withdrawal.

This authority is valid for employment with:

**Company Partner**.....

Attended health and safety briefing Date.....

Received health and safety information Date.....  
*(Appendix 7)*

**Authorised:**

..... Date.....

(Academic Supervisor)

*Before starting work you should have read the information provided in the health and safety pack, particularly the section "Health & Safety Guidance Notes For KTP Associates"*



**Appendix 5**

**KTP ASSOCIATE WORKPLACE INDUCTION CHECKLIST**

NAME OF ASSOCIATE .....START DATE

KTP PROGRAMME .....

COMPANY PARTNER .....

The following items should be included in your induction into the work placement, preferably on your first day. Please check off the items below when they occur and inform your academic supervisor of any items not covered within one week of the start of your placement. This list is not exhaustive and other topics may be covered, which you may note if you wish:

TASK	Date
Introduced to key staff members and their roles explained	
Location of toilet facilities	
Location of rest room, canteen (if relevant) etc	
Lunch, tea and coffee arrangements	
Place of work	
Dress code	
Work space	
How to answer the telephone, transfer calls and make calls both internally and externally	
Post arrangements	
Car parking	

HEALTH & SAFETY ISSUES	Date
Emergency procedures	
Safety policy received or location known	
Location of First Aid box	
First Aid arrangements (including names of first aiders)	
Fire procedures and location of fire extinguishers	
Accident reporting and location of accident book	
COSHH regulations	
Display Screen Equipment regulations/procedures	
Manual handling procedures	
Protective clothing arrangements	
Instruction on equipment participant will be using (list equipment)	
Other issues	

Signed.....

Date.....

## BRIEFING NOTES FOR THE PREPARATION OF ASSOCIATES PRIOR TO PROGRAMME COMMENCEMENT

### ALL PROGRAMMES

- Their health and safety responsibilities.
- Health and safety responsibilities of the company partner.
- Health and safety induction:
  - The importance of receiving this.
  - When it must be given (emergency arrangements, reporting of incidents etc).
  - Topics that must be covered.
  - Action to take if not given.
- Health and safety information, instruction, training and supervision as the programme progresses.
- Assessing and managing risks for activities they will undertake.
- Monitoring and providing feedback.
- Action to take if they have any health and safety concerns.

### EU AND INTERNATIONAL PLACEMENTS

- **Risk Assessment:**

Risk Assessment(s) must be made for all work taking place overseas. However, the nature and complexity of the risk assessment will vary with the type of activity intended and should be commensurate with the actual risk that the identified hazards pose in the particular circumstances.

In many cases the work itself will not be unusually hazardous and consideration will only need to be given to local conditions. Where hazardous work is to be undertaken, some assumptions may need to be made based on the work as it would be undertaken in the UK and it may be possible to utilise a university's general risk assessment form when evaluating the risk. The assessment should be based on previous knowledge, information from the Foreign Office, travel agents and contacts in the place being visited.

The findings and conclusions drawn from the Risk Assessment should be made familiar to all participants, any significant factors being relayed in writing whenever possible.

The Foreign Office, Reuters or the travel agent dealing with the booking will be able to provide information on the necessary vaccinations, local politics, areas to avoid etc. Travel agents are obliged to provide this information. The information will normally be obtained by the group or section arranging the travel and passed on *in writing* to the individual(s) concerned. However, it is advisable for individuals to check personally to verify the details, especially if there is a significant time lag between the booking and the travel or if the area is politically or geographically volatile.

If access to the internet is available, the following pages can provide some or all of this information:

<http://expedia.msn.com>

<http://news.yahoo.com>

<http://www.overseastravel.com>

<http://www.lonelyplanet.com>

- **Travel arrangements:**
  - Scheduled flights, travel to and from placement location.
  - Accommodation.
  - Health effects of long haul travel (jet lag, very fatigued) and how to avoid.
- **Personal safety:**
  - "No-go" areas, areas of high crime.
  - Safe use of public transport, taxis etc.
- **Climatic conditions:**
  - Normal weather for area (e.g. higher temperatures, arid conditions, extreme winters) and precautions to take.
  - Difference with those experienced in the UK.
- **Health risks and up to date vaccinations:**
  - Venomous animals and insects.
  - Contagious diseases.
  - Vaccinations up to date.
  - Contaminated drinking water and food.
- **Cultural differences:**
  - Accepted behaviour.
  - Local laws and religions.
  - Likely communication difficulties.
- **Obtaining medical or other emergency assistance:**
  - Correct insurance in place.
  - Local healthcare arrangements.
  - Local emergency services contact number(s).
- **Contacts back in UK**

## HEALTH & SAFETY GUIDANCE NOTES FOR KTP ASSOCIATES

### 1. Your Responsibilities as a KTP Associate

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*Each School, depending on the type of KTP programme, will give suitable and sufficient health and safety information, training and supervision to cover the health and safety risks pertinent to that programme. Please make yourself aware of these local School/Service guidelines.*

It is important that all KTP associates make every effort to avoid risks to themselves and to others by acting in a safe and responsible manner. A full Risk Assessment should be available prior to starting work at the work placement.

#### 1.1 Introduction

Knowledge Transfer Partnerships provide an opportunity for you to apply skills. Many qualities can also be learned and developed at a company partnership that could improve your employment prospects. However, there are health and safety aspects to every work placement, namely:-

- Being under the supervision of a third party.
- Being involved with, or undertaking, different activities.
- Working in and visiting environments and locations that you are unfamiliar with.

This Guidance provides you with an awareness of the health and safety aspects of KTP programmes.

#### ***Health and Safety Responsibilities:-***

##### *KTP – organisations providing work placements*

- A general duty to ensure your health and safety whilst at a company partnership.
- Take account of your potential inexperience for activities you will be expected to undertake and put into place appropriate controls.
- Provide you with relevant health and safety information, instruction, training and supervision.

## 1.2 KTP Preparation

There are many aspects to placements that you have to prepare for, health and safety included. It is important that you:-

- Attend briefings prior to the KTP commencing as health and safety will be covered.
- Familiarise yourself with the health and safety aspects of KTP, particularly you and your company partner's responsibilities, and what you should receive, particularly in the initial period.

## 1.3 Information, Instruction, Training and Supervision

These form the "backbone" of ensuring your health and safety whilst working off-campus and can include health and safety notices, signs and safe working procedures.

As soon as possible after commencing your programme you must receive a health and safety induction. If you do not receive an induction then raise this with your academic/industrial supervisor.

As your placement progresses so will the information, instruction and training you receive. Never undertake an activity or go into an area unless you have received appropriate information, instruction and training for you to feel competent and confident to carry on.

Don't be afraid to ask questions of your academic/industrial supervisor.

## 1.4 Your Responsibilities

In particular you must:

- Ensure you are aware of the emergency procedures
- Pay attention to instructions from staff with regard to safety
- Work safely, for your own sake and others
- Take care as you go about the premises
- Report any accident and get first aid treatment at once
- Report any hazard you spot to a member of staff
- Wear any personal protective equipment you are issued
- Think before you act – carelessness causes many accidents
- Take care and ask staff for advice with lifting heavy objects
- On no account should food be eaten in a laboratory environment

## 1.5 What to do in the event of a fire or emergency

Because of the wide variety of work which is carried out and the possible complex layout of the various buildings, it is not possible to produce a set of valid and detailed emergency instructions to cover every situation which may arise. For this reason each company partner will have its own emergency instructions relating to particular buildings. There should be in every building a notice setting out the procedure to be adopted in case of fire.

You must familiarise yourself with the workplace fire procedures. In particular, check the green and white directional arrows to the fire exits from your workplace. If you have any doubts, please ask your industrial supervisor.

## 1.6 Fire Extinguishers

**Do not** attempt to use an extinguisher unless you have received appropriate instruction and training and it is safe to do so.

# 2. General Safety

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## 2.1 Introduction

The prevention of accidents in laboratories, stores, workshops and all other places of work is a duty of every individual using or entering them. Ensuring the safety of others is as important as the avoidance of personal injury.

Everyone should make it his or her first task to become familiar with any **special instructions** issued for dealing with emergencies peculiar to the place in which he or she is working.

## 2.2 General Safety Rules

Eating, drinking, smoking and the application of make-up in laboratories or when handling or working with chemicals is prohibited. Smoking may also be prohibited in many other areas as well.

You should familiarise yourself with

- the layout of the building
- the location of fire-fighting appliances and how they work
- ways of getting out of the building in an emergency which may be different to the way you came in
- the siting of telephones
- and first aid arrangements.

Remember, it may be too late to find out very much when an emergency actually happens. If you have any queries on safety matters consult your industrial supervisor or safety representative.

## 2.3 Lone Working

Many companies have their own rules about working outside normal hours, e.g. 0800 to 1800 hrs, Mondays to Fridays. Saturdays, Sundays, Bank Holidays and other official holidays are also usually regarded as outside normal hours.

Extreme care should be exercised when working outside these times and then only with the explicit authority of the management of that organisation. It should be forbidden to perform operations deemed hazardous by the company partner, or his/her nominee, unless a full risk assessment has been carried out and authority has been given.

## 2.4 Electrical Hazards

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.

Two of the worst electrical hazards are careless or unskilled workmanship and faulty or worn out equipment. Neither of these hazards need arise. Electric and electronic supplies and equipment, including batteries and electrolytic capacitors, can be responsible for personal injury and even death. They can also cause fires and explosions. Remember, some foreign colour coding of electrical leads differs from British practice. IF IN DOUBT ASK.

### *Electricity and Fire*

All portable electrical appliances should have a current PAT Certificate. This involves a mechanical and visual check that all socket outlets, switches, flexible leads and electrical appliances are in good condition. In case of fire involving electrical equipment, the first action to take must be to switch off the power supply to that equipment.

**DO NOT use, and report, any damaged equipment  
to your industrial supervisor.**

## **2.5 Personal Protective Equipment**

### **2.5.1 Protective Clothing and Equipment**

At the company partner you may come into contact with some form of materials – 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 industrial supervisor.

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 supervisor immediately.

Personal Protective Equipment should only be worn in the work area which requires it.

You may require extra personal protective equipment if you have a skin complaint which could be irritated by chemicals/substances. Please indicate any problems to your industrial supervisor.

### **DRESS FOR THE PART**

### **2.5.2 Eye Protection**

Your eyes are undoubtedly the most vulnerable part of your body and the simplest of injuries to them can have drastic consequences.

You must always wear 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**

### 2.5.3 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.

Where noise levels are at or above those outlined in such statutory regulations or codes of practice, the areas should be clearly marked and you must use the hearing protection supplied.

**LIKE EYESIGHT YOUR HEARING IS PRICELESS – WEAR THE PROTECTION PROVIDED**

**To ensure your own safety, as far as reasonably practicable, you should employ the age old maxim**

***"If in doubt, ask"***

## 2.6 Control of Substances Hazardous to Health (COSHH)

The COSHH Regulations require the company partner to identify substances used or generated in the premises 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.

Associates are instructed to:

- Take part in the company partner's 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.
- Follow laid down safe systems of work, codes of practice and experimental procedures.
- Report any hazard or defect to your industrial supervisor.
- Use COSHH control measures.
- Co-operate with monitoring and health surveillance.
- Label and dispose of waste chemical material according to departmental 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

## 2.7 Housekeeping

HOUSEKEEPING IS EVERYONE'S RESPONSIBILITY – THAT INCLUDES YOU!

### *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)

## 2.8 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 academic/industrial supervisor as soon as possible, so that any necessary precautions can be taken.

**Health and Safety eLearning modules – Essential Skillz (Apps Anywhere [apps.napier.ac.uk](http://apps.napier.ac.uk) )**  
**Health & Safety Induction**  
**Fire Safety**  
**Workstation**  
**Manual Handling**  
**COSHH**

**Further Health and Safety Information is available on the website:**

**Web:** <http://staff.napier.ac.uk/has>