



Health & Safety Legislation & Guidance

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<i>Authorised signature</i>	Bob Rennie, Head of Health & Safety

¹ or earlier if change in legislation or on risk assessment

Amendment Control

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1.0	Aug 2022	

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1. Purpose

This document defines the procedure to be adopted for the identification and maintenance of current Health and Safety Legislation and Guidance relevant to the University's operations. This document lists in alphabetical order by title the Acts and Statutory Instruments relevant to the University's activities and the date of issue of the acts and regulations. The list is not exhaustive and therefore other documents may also apply. For the purposes of all other Policies, only the 'title' of the Acts and Regulations that apply will appear in the procedure, this document must be referred to for the most current date of issue.

2. Scope

This procedure shall apply to all campuses, student accommodation, workshops and all other premises owned, hired or used by the University.

3. References

- Audit / Surveillance
- Risk Assessments

4. Definitions

For the purposes of this procedure by Health and Safety Legislation we mean Acts and Regulations, this also includes other guidance such as Health & Safety Executive (HSE) Approved Codes of Practice (ACOP), guidance notes and information sheets, booklets, leaflets, British, EN and ISO standards, University documents and other health and safety literature relevant to the University.

5. Procedure

5.1. Responsibilities

The **Head of Health & Safety** and the **Health & Safety Team** are responsible for the production, review, update and maintenance of current Health and Safety Legislation and Guidance and the compilation of a Register of Health and Safety Legislation and Guidance covering all University operations likely to be undertaken by the University. The register is contained within **Appendix 1** of this procedure and is made available to all at the University via the Health & Safety website.

Changes and forthcoming legislation are monitored through the following external sources:

Policy: Legislation & Guidance
Revision Date: August 2022
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Author: Health and Safety Office, Edinburgh Napier University

- [Legislation.gov.uk](https://www.legislation.gov.uk) provides access to UK legislation online. Full texts of Acts of Parliament from 1988 and Statutory Instruments (SIs) from 1987 are available on the site as well as draft SIs and legislation for Northern Ireland. The website is now in the process of uploading a large number of SIs from 1948 onwards where this legislation is still in force.
- [The UK Parliament website](#) includes information on Bills and SIs going through Parliament.

Other media sources include: HSE websites, external bodies, University H&S groups, external consultants, trainers, HSE interventions, publications, external advice and magazines. This wide range of media information available ensures a continual monitoring of compliance.

The **Dean of School/Director of Service** is responsible for ensuring that work practices applicable to the relevant legislation identified for the School/Service and the work activities are implemented through Risk Assessments.

The **Head of Health & Safety and the Health & Safety Team** are responsible for the production, review, update and maintenance of the **University's Health and Safety Policies and Procedures**.

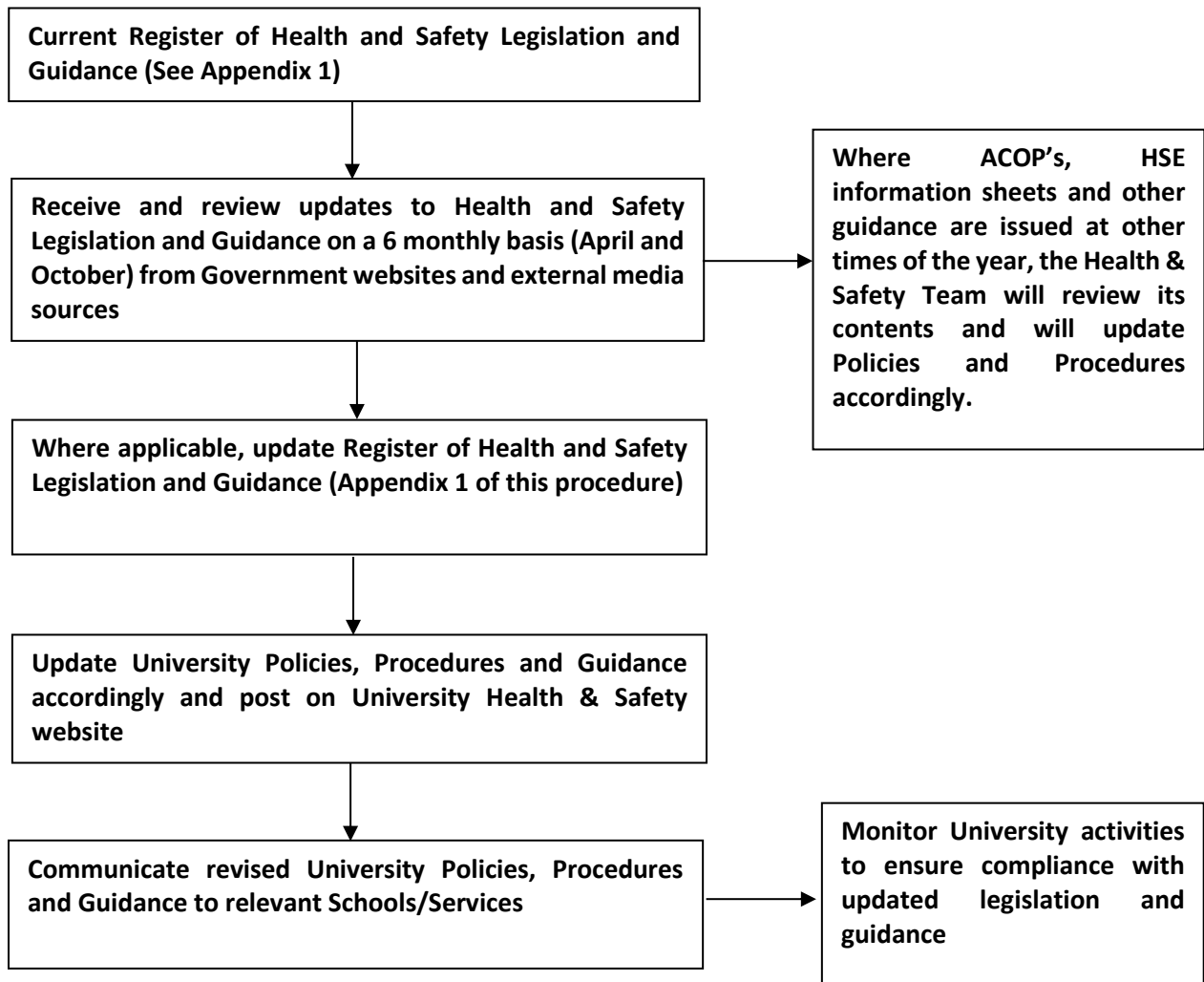
5.2. Register of Health & Safety Legislation and Guidance

Review, revision and communication

The Register of Health and Safety Legislation and Guidance shall be reviewed on a 6 monthly basis (in April and October as new legislation is issued, or when guidance is issued at other times) by the Head of Health & Safety and revised, if necessary, to ensure that they continue to address the operations of the University.

This review shall be retained as verification that this process has been carried out. Any significant changes to legislation and guidance will be incorporated into the University's policies and procedures and communicated to all employees via the Health and Safety website.

Health and Safety Legislation and Guidance Process Flow Chart



The status of compliance with legal requirements will be continuously monitored by the Health & Safety Team. The Health & Safety Team will monitor the University's activities through random inspections, audits and surveillances. Part of this exercise will be to ensure that work activities and risk assessments follow all applicable legislation, guidance, best practice and other requirements.

5.3. Update of the University Health and Safety Policies and Procedures

Review, revision and communication

When new legislation or guidance is introduced, the Health & Safety Team will assess which applicable University Health and Safety Policies and Procedures need to be reviewed to ensure that they continue to address the operations of the University. Policies and Procedures will be revised, if necessary. Any significant changes to legislation and guidance will be incorporated into the University's Policies and Procedures and communicated to all employees via the Health & Safety website. Where specific changes will have an immediate impact on current School/Service activities, these changes will be communicated directly to the School/Service.

Appendix 1 – Register of Health & Safety Legislation and Guidance

This register lists many of the statutes and guidance documents that are relevant to:

- Health and Safety in the Higher Education Sector Industry and/or are referred in the University's Health and Safety Policies and Procedures on the intranet or
- Activities carried out by the University or
- Activities managed by contractors working on University premises.

The list below is not exhaustive and therefore other documents may also apply.

Key revisions to legislation or guidance documents will be reflected in this document by yellow highlighting.

Register of Statutes and Guidance Documents

Acts

Control of Pollution Act 1974
Corporate Manslaughter and Homicide Act 2007
Disability Discrimination Act 2005
Employment Rights Act 1998
Environmental Protection Act 1990
Equality Act 2010
Explosives Act 1875 and 1923
Fire Precautions Act 1971
Health and Safety at Work etc. Act 1974
Health and Safety Offences Act 2008
Human Rights Act 1998
New Roads and Street Works Act 1991
Railways Act 1993
Road Traffic Acts
Transport and Works Act 1992
Work and Families Act 2006

Regulations

Classification, Labelling and Packing of Substances and Mixtures (Regulation (EC) 2008)
Confined Spaces Regulations 1997
Construction (Design and Management) Regulations 2015
Control of Asbestos Regulations 2012
Control of Lead at Work Regulations 2002
Control of Major Accident Hazards Regulations 1999
Control of Major Accident Hazards (Amendment) Regulations 2005
Control of Noise at Work Regulations 2005
Control of Substances Hazardous to Health Regulations 2002
Control of Substances Hazardous to Health Regulations 2004 (as amended)
Control of Vibration at Work Regulations 2005

Dangerous Substances and Explosive Atmospheres (DSEAR) Regulations 2002
 Electricity at Work Regulations 1989
 Electricity Supply Regulations 1988
 Employers Liability (Compulsory Insurance) General Regulation 1971
 Fire Precautions (Workplace) Regulations 1997
 Fire Precautions (Workplace) and regulations 2003
 Gas Safety (Installation and Use) Regulations 1998
 Health and Safety (Consultation with employees) Regulations 1996
 Health and Safety (Display Screen Equipment) Regulations 1992
 Health and Safety (First Aid) Regulations 1981
 Health and Safety (Information for Employees) Regulations 1989
 Health and Safety (Information for Employees) amendment Regulations 2009
 Health and Safety (Miscellaneous Amendment) Regulations 2002
 Health and Safety (Safety Signs and Signals) Regulations 1996
 Ionising Radiations Regulations 1999
 Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
 Low Voltage Electrical Equipment (Safety) Regulations 1989
 Management of Health and Safety at Work Regulations 1999
 Manual Handling Operations Regulations 1992 (As amended)
 Motor Vehicles (Construction and Use) Regulations 1978
 Personal Protective Equipment at Work Regulations 1992
 Pressure Systems Safety Regulations 2000 (PSSR)
 Protection of Young Persons at Work Regulations 2000
 Provision and Use of Work Equipment Regulations 1998 (PUWER)
 REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals) Regulations 2007
 Regulatory Reform (Fire Safety) Order 2005
 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
 Safety Representatives and Safety Committee Regulations 1977
 Smoke Free (Premises and Enforcement) Regulations 2006
 Supply of Machinery (Safety) Regulations 1992
 Work at Height Regulations 2005
 Work at Height (Amendment) Regulations 2007
 Workplace (Health, Safety and Welfare) Regulations 1992
 Working Time Regulations 1998
 Working Time (Amendment) Regulations 2002

Codes of Practice

L5 Control of Substances Hazardous to Health Regulations 2002. ACOP and Guidance
 L8 Legionnaire's Disease: The Control of Legionella Bacteria in Water Systems ACOP and Guidance
 L21 Management of Health and Safety at Work ACOP and Guidance
 L22 Safe Use of Work Equipment: Provision and Use of Work Equipment Regulations (1998). ACOP and Guidance
 L23 Manual Handling Regulations 1992 (As amended) HSE Guidance Booklet
 L24 Workplace Health, Safety and Welfare ACOP
 L26 Work with Display Screen Equipment
 L56 Safety in the Installation and Use of Gas Systems and Appliances ACOP and Guidance
 L74 First Aid at Work ACOP and Guidance

L101 Safe Work in Confined Space – Confined Spaces Regulations 1997. ACOP and Guidance
L108 Controlling Noise at Work – HSE Guidance (2005)
L113 Safe Use of Lifting Equipment: Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), ACOP and Guidance
L114 Safe Use of Woodworking Machinery, ACOP and Guidance.
L117 Rider-operated Lift Trucks: Operator Training ACOP and Guidance
L121 Work with Ionising Radiation, ACOP and Guidance
L122 Safety of Gas Pressure Systems ACOP
L127 The Management of Asbestos in Non-Domestic Premises. ACOP and Guidance
L131 Approved Classification and Labelling Guide
L132 Control of Lead at Work. ACOP and Guidance
L140 Control of Vibration at Work
L141 Whole-Body Vibration. Guidance
L143 Working with Materials Containing Asbestos. ACOP and Guidance
L146 Consulting Workers on Health and Safety. ACOP and Guidance
L153 Managing Health and Safety in Construction (CDM). Guidance on Regulations

Guidance Notes/Booklets/Leaflets

EH 40 Workplace Exposure Limits
EH 42 Monitoring Strategies for Toxic Substances
HSG17: Safety in the use of abrasive wheels
HSG33: Health and safety in roof work
HSG38: Lighting at work
HSG47: Avoiding danger from underground services
HSG51: The storage of flammable liquids in containers
HSG53: Respiratory protective equipment at work: A practical guide
HSG57: Seating at work
HSG60: Upper limb disorders in the workplace
HSG61: Health surveillance at work
HSG65: Successful health and safety management
HSG85: Electricity at work: Safe working practices
HSG90: The law on VDUs: An easy guide: Making sure your office complies with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)
HSG97: A step by step guide to COSHH assessment
HSG103: Safe handling of combustible dusts: Precautions against explosions
HSG107: Maintaining portable and transportable electrical equipment
HSG115: Manual handling: Solutions you can handle
HSG122: New and expectant mothers at work: A guide for employers
HSG129: Health and safety in engineering workshops
HSG139: The safe use of compressed gases in welding, flame cutting and allied processes
HSG140: Safe use and handling of flammable liquids
HSG144: The safe use of vehicles on construction sites: a guide for clients, designers, contractors, managers and workers involved with construction transport
HSG150: Health and safety in construction
HSG151: Protecting the public: Your next move
HSG159: Managing contractors: A guide for employers. An open learning booklet

HSG167: Biological monitoring in the workplace: A guide to its practical application to chemical exposure
HSG168: Fire Safety in Construction Work
HSG170: Vibration solutions: Practical ways to reduce the risk of hand-arm vibration injury
HSG187: Control of diesel engine exhaust emissions in the workplace
HSG190: Preparing safety reports: Control of Major Accident Hazards Regulations 1999 (COMAH)
HSG191: Emergency planning for major accidents: Control of Major Accident Hazards Regulations 1999 (COMAH)
HSG210: Asbestos essentials: A task manual for building, maintenance and allied trades on non-licensed asbestos work
HSG213: Introduction to asbestos essentials: Comprehensive guidance on working with asbestos in the building maintenance and allied trades
HSG218: Managing the causes of work-related stress: A step-by-step approach using the Management Standards
HSG227: A comprehensive guide to managing asbestos in premises
HSG229: Work-related violence: Case studies – Managing the risk in smaller businesses
HSG230: Keeping electrical switchgear safe
HSG245: Investigating accidents and incidents: A workbook for employers, unions, safety representatives and safety professionals
HSG247: Asbestos: The licensed contractors' guide
HSG248: Asbestos: The analysts' guide for sampling, analysis and clearance procedures
HSG253: The safe isolation of plant and equipment
HSG258: Controlling airborne contaminants at work: A guide to local exhaust ventilation (LEV)
HSG262: Managing risks from skin exposure at work
HSG264: Asbestos: The survey guide
HSG274: Parts 1 to 3 : Legionnaires' Disease –Technical Guidance

C200, Control of legionella bacteria in water systems: Audit checklists

Woodworking Sheet No. 16 (rev 2), Circular Saw Benches – Safe Working Practices
Woodworking Sheet No. 17 (rev), Safe use of hand-fed planing machines
Woodworking Sheet No. 35 (rev 1), Safe use of power-operated cross-cut saws
Woodworking Sheet No. 37 (rev 1), Selection of Tooling for Use with Hand-Fed Woodworking Machines
Woodworking Sheet No. 38 (rev 1), Retrofitting of Braking to Woodworking Machines
Woodworking Sheet No. 39, Safe use of single-end tenoning machines

CIS No. 18 (rev1) Welfare at Work : Guidance for employers on welfare provisions
CIS No. 46 Provision of Welfare facilities during construction work
CIS No. 52 (rev 1) Construction Site transport Safety: Safe Use of Compact Dumpers

INDG 36 (rev4) Working with VDUs
INDG 175 (rev 3) Health Risks from Hand Arm Vibration (Advice for Employers)
INDG 189 Working with sewage
INDG 223 (rev 5) A Short Guide to Managing Asbestos in Workplace Buildings
INDG 242 (rev1) Control back-pain risks from whole-body vibration
INDG 284 Working on Roofs

INDG 289 Working with Asbestos in Buildings
INDG 354 (rev 1) Safety in Electrical Testing at Work – General Guidance
INDG 338 Power Tools: How to Reduce Vibration Health Risks

British and EN Standards / ISO's

BS 7121 Code of Practice for the Safe Use of Cranes (General, Inspection, Testing and Examination, Mobile Cranes, Lorry Loaders, Tower Cranes, Offshore Cranes, Recovery Vehicles and Equipment)
BS 7262:1990 Specification for automatic Safe Load Indicators
BS 7375:2010 Code of practice for Distribution of Electricity on Construction and Building Sites
BS 7863:2009 Recommendations for Colour Coding to Indicate the Extinguishing Media Contained in Portable Fire Extinguishers
BS8460:2005 Safe Use of Mobile Elevated Work Platforms: Code of Practice
BS EN 3-10:2009, Parts 1-10 Portable Fire Extinguishers
BS 1129: 1990 Specification for Portable timber ladders, Stepladders and Lightweight Stagings
BS 2037: 1994 Specification for Portable Aluminium Ladders, Steps, Trestles and Lightweight Stagings
BS EN131-2: 1993 Ladders, specification for requirements, testing and marking
Other Documents
Fire Prevention on Construction Sites (Joint Code of Practice)
NASC Guidance Note SG4:10, Preventing Falls in Scaffolding
PASMA Code of Practice

Edinburgh Napier University Documents

Dignity at Work Policy