



## Health & Safety Legislation & Guidance

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<sup>1</sup> or earlier if change in legislation or on risk assessment

### Amendment Control

<b>Version</b>	<b>Date</b>	<b>Amendments</b>
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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: April 2024  
Version: 3.0  
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](https://www.parliament.uk) 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**.

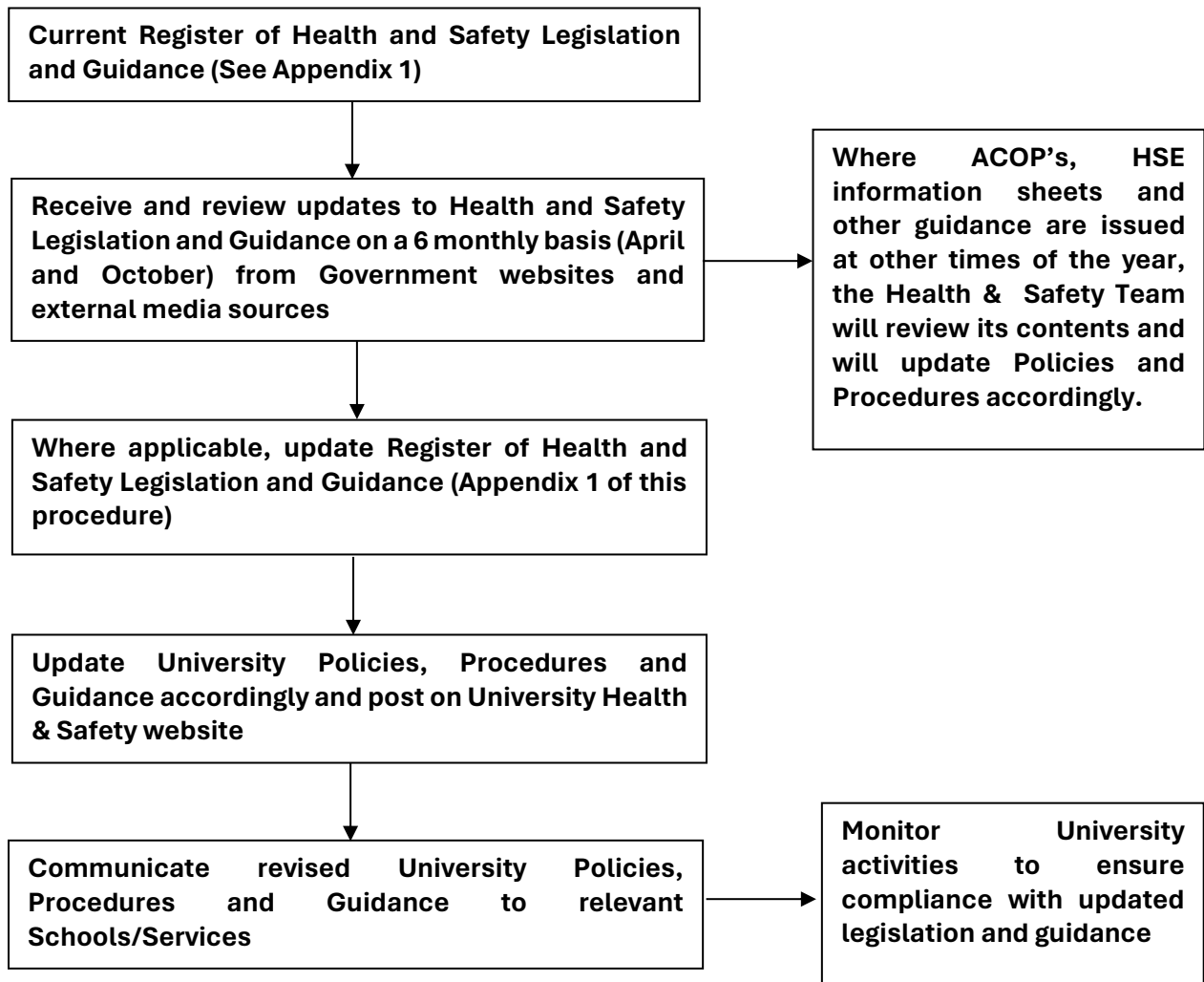
## **5.2. Register of Health & Safety Legislation and Guidance**

### **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  
Coronavirus (Scotland) Act 2020  
Coronavirus (Extension and Expiry)(Scotland) Act 2021  
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  
Smoking, Health and Social Care (Scotland) Act 2005  
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 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  
Equipment and Protected Systems Intended for Use in Potentially Explosive Atmospheres Regulations 2016  
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 2002  
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 2008  
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. 15, Safe working at woodworking machines  
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