



**QUEEN'S
UNIVERSITY
BELFAST**

PART 3

UNIVERSITY HEALTH AND SAFETY ARRANGEMENTS

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Grid of University Health and Safety Policies and Procedures

| Policy | Number | Responsibility | Annual Y/N | As Required Y/N | Will managers be prompted to do this? |
|---|--------|---|------------|-----------------|--|
| Risk Assessment | 1 | Heads of Service or nominee | Yes | Yes | Yes – this is annual and mandatory. H&S co-ordinator will ask you to carry this out annually though should also be done when new staff take up post. |
| Display Screen Equipment (DSE) Arrangements | 2 | H&S Coordinators | No | Yes | Yes – DSE Co-ordinators will e-mail all DASA staff every three years and contact managers if there are follow up actions required for team members. New staff undertake this automatically |
| Lone Working Arrangements | 3 | Heads of Department or nominee | No | Yes | No – must be done on a case by case basis if staff need to work alone or out of hours. Please ensure that you discuss with your team arrangements for out of hours working. |
| Manual Handling Arrangements | 4 | Team Leaders or nominee | No | Yes | No – must be done if staff are lifting goods as a routine part of their job. |
| Housekeeping Arrangements | 5 | Centre Management Teams | Yes | No | Centre Management Teams will carry out checks and will approach managers for input as required. Support will be provided by H&S co-ordinators. |
| Fire Safety Procedures | 6 | Fire Evacuation Controller (with support from managers) | Yes | No | Yes - this is annual and mandatory but will be Coordinated by Fire Evacuation Controller. |
| Electrical Safety Arrangements | 7 | Building Liaison Officers | Yes | No | PAT testing is organised by BLOs however managers are to ensure safe working practices. |

| Policy | Number | Responsibility | Annual Y/N | As Required Y/N | Will managers be prompted to do this? |
|---|--------|------------------|------------|-----------------|--|
| Overseas Travel Safety Arrangements | 8 | Manager | No | Yes | No – managers are responsible for carrying out this risk assessment as and when needed. |
| Training Management Arrangements | 9 | Managers | No | Yes | No |
| Accident Reporting and Investigation Arrangements | 10 | Managers | No | Yes | No – managers must take action and report incidents as per the policy and relevant operational manual. |
| First Aid Arrangements | 11 | H&S Coordinators | No | Yes | No |
| Arrangements regarding Expectant and New Mothers | 12 | Managers | No | Yes | No – managers should refer to the policy when made aware that a member of staff is pregnant. |
| Arrangements for staff with a disability | 13 | Managers | Yes | Yes | Managers should check on an on-going basis that, where a member of staff has declared a disability, all reasonable adjustments have been made, including emergency evacuation plans. Attention should also be given to staff returning to work following a period of ill health. |

Introduction

This section outlines in detail a number of individual Health and Safety arrangements.

Each procedure is introduced by an explanation of whose responsibility it is to action and when it needs to be completed.

Further advice can be given by a member of the Directorate Senior Management Team or the Directorate Health and Safety Co-ordinators, Helen McNeely (h.mcneely@qub.ac.uk) or Paul Morgan (p.morgan@qub.ac.uk).

1. Risk Assessment Arrangements

Risk assessment arrangements within the Directorate are Coordinated at a local level by Heads of Service or nominee. The risk assessment forms must be completed on an annual basis or when there are staff/location changes within a particular department (usually prior to the commencement of the academic year) by Heads of Service or a nominee.

It is the responsibility of Heads of Service or nominee to ensure that:

- As far as is reasonably practicable significant hazards in the workplace are identified, the risk eliminated or controlled and adequate information, instruction and training is provided as set out in Part 2 of the QUB Safety Manual.
- <http://www.qub.ac.uk/directorates/HumanResources/OccupationalHealthandSafety/HealthandSafetyPolicy/>
- Risk Assessments are recorded in writing on the Standard Risk Assessment Form (See Appendix 1.1).
- Risk Assessments carried out are recorded in the Risk Assessment Register Form (See Appendix 1.2).
- Risk assessments are completed on an annual basis by Heads of Service or nominee.
- Risk assessments are carried out for all planned developments and the risk is taken into consideration for any subsequent plans or designs.
- Risk assessments take account of hazards to staff, contractors, the public and vulnerable groups such as the very young, or elderly, pregnant persons and disabled persons.
- Risk assessments are carried out for all major events held on University property within the Directorate including those arranged and managed by third parties.

Appendix 1.1: Standard Risk Assessment Form (Directorate Sample from September 2017)

Appendix 1.2: Risk Assessment Register Form (Directorate Sample from October 2017)

Appendix 1.1
Sample Risk Assessment Form

Activity: Office Workplace

| Activity | Hazards | Who might be harmed | Existing Control Measures | Severity (1-4) | Likelihood (1-4) | Risk Level (L, M, H, VH) | Additional Actions | By Whom & By When |
|--|--|--|---|----------------|------------------|--------------------------|--|--|
| Entering and leaving buildings; movement within buildings. | <ul style="list-style-type: none"> Slips and trips Falls Striking fixed objects | <ul style="list-style-type: none"> Staff; Students; Visitors. | <ul style="list-style-type: none"> Visual inspections to ensure access routes are clear of obstructions; Good signage; | 3 | 2 | M | If accidents occur, take appropriate action to remedy and avoid repeat of accident. | Building Managers / All staff |
| Fire and Emergency | <ul style="list-style-type: none"> Fire; Inhalation of smoke; Panic; | <ul style="list-style-type: none"> Staff Students Visitors | <ul style="list-style-type: none"> Fire Instruction; Fire Evacuation wardens; Regular Fire drills, building fire precautions (fire doors, detectors etc); Fire extinguishers, staff training. Clear advice in H&S leaflets First Aiders | 4 | 2 | M | Regular training and re-training of staff Regular H&S briefings to help minimise fire hazards | SMT / Building Managers / Heads of Service |

| Activity | Hazards | Who might be harmed | Existing Control Measures | Severity (1-4) | Likelihood (1-4) | Risk Level (L, M, H, VH) | Additional Actions | By Whom & By When |
|--|---|---|---|----------------|------------------|--------------------------|--|-----------------------------|
| Working at a computer workstation. | <ul style="list-style-type: none"> • Eyestrain; • Upper limb disorders (repetitive strain injuries); • Back and muscle pain; • Tension and headache; • Fatigue | <ul style="list-style-type: none"> • All staff and students. | <ul style="list-style-type: none"> • Assessment of workstation and computer use and remedial action as required such as anti-glare screens, mouse mat and wrist rest, document holder and foot rest; • Free eye tests; • Training of computer users; • Appropriate lighting and blinds; | 2 | 2 | M | Annual H&S review. Refresher training | All staff |
| Manual Handling / Lifting and Carrying | <ul style="list-style-type: none"> • Injuries to back, shoulders, feet and hands. | <ul style="list-style-type: none"> • Persons carrying out handling activity. | <ul style="list-style-type: none"> • Individual risk assessment as required. • Manual handling training and use of proper manual handling techniques; • Use of aids • Good housekeeping | 2 | 2 | M | Manual Handling Training Refresher training | Heads of Service |
| Use of electrical office equipment | <ul style="list-style-type: none"> • Electric shock and after effects requiring first aid | <ul style="list-style-type: none"> • Staff • Students | <ul style="list-style-type: none"> • Visual inspections. • Reports from staff/students; • Electrical safety test (portable appliance test, PAT). | 4 | 2 | H | Users to report visual defects (frayed wires, sparking, burning smells etc) and take equipment out of use until checked. | Heads of Service/ All staff |

| Activity | Hazards | Who might be harmed | Existing Control Measures | Severity (1-4) | Likelihood (1-4) | Risk Level (L, M, H, VH) | Additional Actions | By Whom & By When |
|--------------|---|--|---|----------------|------------------|--------------------------|---|------------------------------|
| Lone Working | <ul style="list-style-type: none"> Personal attack Threats and violence | <ul style="list-style-type: none"> Staff/students working alone | <ul style="list-style-type: none"> Panic alarms Security being advised in advance and patrols | 4 | 4 | H | Ensure staff/students have knowledge of lone working policy including security arrangements | Heads of Service / All staff |

| | | | | |
|----------------|--|------------------------------|-----------------------|----------------------|
| Assessment By: | Head of Service | Reviewed by H&S Co-ordinator | | |
| School/Unit: | Academic and Student Affairs Directorate | | Review Period: 1 year | Date: September 2017 |

Appendix 1.2 – Sample Risk Assessment Register Form

Directorate/Division/Unit:

| | |
|-------------------|---|
| Department | Directorate of Academic and Student Affairs |
| Date: | September 2017 |

| Risk Rank | Risk Description | Lead Co-ordinator | Line Management Responsibility | Reporting Responsibility | Gross Impact (1-4) | Gross Likelihood (1-4) | Gross Risk Score | Net Impact (1-4) | Net Likelihood (1-4) | Net Risk Score | Current Controls | Improve ment Potential | Contr ol Score | Ref.No |
|-----------|-------------------------|-------------------|--------------------------------|--------------------------|--------------------|------------------------|------------------|------------------|----------------------|----------------|------------------|------------------------|----------------|--------|
| 1 | Fire and Emergency | H&S Coordinators | Director/SMT | Director | 4 | 2 | 8 | 2 | 2 | 4 | 6 | 4 | 4 | |
| 2 | Workplace Management | H&S Coordinators | Manager | Director | 4 | 3 | 12 | 3 | 2 | 6 | 2 | 6 | 6 | |
| 3 | Electrocution | H&S Coordinators | Manager | Director | 4 | 4 | 16 | 4 | 2 | 8 | 1 | 8 | 8 | |
| 4 | First Aid Provision | H&S Coordinators | Centre Manager | Director | 3 | 2 | 6 | 2 | 2 | 4 | 1 | 2 | 6 | |
| 5 | Violence and aggression | H&S Coordinators | Manager | Director | 4 | 4 | 16 | 4 | 2 | 8 | 2 | 8 | 8 | |

| | | | | | | | | | | | | | |
|----|---------------------------------------|------------------|-----------------------------|----------|---|---|----|---|---|---|---|----|---|
| 6 | Risk from manual handling activities. | H&S Coordinators | Manager | Director | 2 | 2 | 4 | 2 | 1 | 2 | 4 | 2 | 2 |
| 7 | Disability issues at work | H&S Coordinators | Manager | Director | 2 | 2 | 4 | 2 | 2 | 4 | 1 | 0 | 4 |
| 8 | Falls from step-ladders | H&S Coordinators | Manager | Director | 4 | 1 | 4 | 2 | 1 | 2 | 1 | 2 | 2 |
| 9 | Risks to new and expectant mothers. | H&S Coordinators | Manager | Director | 4 | 2 | 8 | 2 | 2 | 4 | 3 | 4 | 4 |
| 10 | Work related stress | H&S Coordinators | Manager / Head of Division | Director | 3 | 3 | 9 | 2 | 2 | 4 | 1 | 5 | 4 |
| 11 | Personal safety and security | H&S Coordinators | Manager / Centre Management | Director | 4 | 4 | 16 | 2 | 2 | 4 | 2 | 12 | 4 |
| 12 | Risks from computer use. | H&S Coordinators | Manager | Director | 3 | 3 | 9 | 2 | 2 | 4 | 4 | 5 | 4 |

| | | | | | | | | | | | | | |
|----|--------------|---------------------|---------|--|---|---|----|---|---|---|---|----|---|
| 13 | Lone Working | H&S Coordinators | Manager | | 4 | 4 | 16 | 3 | 2 | 6 | 2 | 10 | 6 |
|----|--------------|---------------------|---------|--|---|---|----|---|---|---|---|----|---|

2. Display Screen Equipment (DSE) Arrangements

The Directorate's DSE Coordinators are responsible for coordinating the DSE Assessment process. Safety Services will issue a DSE checklist to all staff every three years. Upon receipt of checklists the Coordinators will collate and take appropriate action on the basis of the findings from the process. The checklists can be completed on Queen's Online or hard copy.

NB: Managers should ensure that DSE Checklists are included as part of the induction process for new staff to ensure that their workstation meets Health and Safety requirements.

The DSE Coordinators, through the DASA SMT have the following responsibilities in relation to DSE arrangements:

- Carry out a risk assessment of the Division/Unit identifying any risks posed by DSE use. (See Appendix 2.1)
- Undertake the DSE training for managers and supervisors titled '*It Only Takes a Second*' – What Managers need to know about Display Screen Health and Safety, available from the Safety Office.
- Identify employees who fit the definition of a 'user' provided in the DSE section of the QUB Safety Manual and record names on the DSE ~ (User Spreadsheet)
- Ensure 'users' undertake on-line training titled '*In Your Own Interest*'; How to work safely with display screens (See Reference 1); and then carry out a DSE self-assessment using the form provided in Appendix 2.1 below and record details on DSE Register.
- Ensure that appropriate equipment meeting the minimum standard set out in the QUB DSE code of practice is provided for all 'users'.
- In the case that problems with the DSE are identified by the self-assessment that are not easily resolved, the Director will arrange for the Directorate DSE assessor to carry out a further assessment of the work station with the user present. If further assistance is required the Safety Services should be contacted.
- Seek advice from the Safety Services in the case of disabled 'users'.
- Encourage 'users' to arrange work to facilitate regular breaks and changes of activity to prevent DSE related health issues arising.
- Ensure that 'users' are aware of the availability of eye tests (provided by the Occupational Health Service) dates of eye tests are recorded in DSE Register.

Management is encouraged to promote a climate of open reporting for health and safety problems. Where an employee raises a matter related to health and safety in the use of DSE, the Line Manager must:

- a) Take all responsible steps to investigate the circumstances.
- b) Take corrective measures where appropriate.
- c) Advise employee of the actions taken.
- d) In the case of an adverse health or medical condition, inform the Occupational Health Service.

3. Lone Working Arrangements

The following information is provided to enable each Directorate to manage its responsibilities in relation to Lone Working. The guidance will enable you to quickly identify the steps to be followed to ensure that management controls for the safety of lone workers are as effective as for those involved in more usual working arrangements.

While there is no specific prohibition on lone working in current legislation the usual requirement for an employer to carry out risk assessment of the work activity still applies to ensure that risks to which lone workers are exposed are eliminated or properly controlled.

Lone workers are those who work by themselves without close or direct supervision and may include staff, students, visitors, or contractors.

Therefore Managers approve lone working arrangements for their staff and carry out the following:

- Conduct a risk assessment to:
 - Identify person who may fit the category of lone worker.
 - Decide if the workplace presents a special risk to that lone worker.
 - Ensure safe access and egress for a lone worker including after hours.
 - Evaluate the risk of violence.
 - Decide if particular groups of persons are at particular risk eg Women, young persons etc.
 - Decide on the emergency provisions which may be required.
 - Ensure normal communication systems work effectively out of hours.
- Stipulate in the risk assessment, suitable control measures to be implemented to eliminate or minimize the risks.
- Record this risk assessment on the Standard Risk Assessment Form (See Appendix 3.1)

Additional guidance on Lone Working is available from the QUB Safety Manual and from the HSE at the following link:

<https://www.qub.ac.uk/directorates/EstatesDirectorate/UniversitySafetyService/Policies/>

NB: All staff should refer to the specific guidance on lone working arrangements for the Student Guidance Centre and the Graduate School.

Appendix 3.1
Risk Assessment Form

Activity: Lone Working

| Activity | Hazards | Who might be harmed | Existing Control Measures | Severity (1-4) | Likelihood (1-4) | Risk Level (L, M, H, VH) | Additional Actions | By Whom & By When |
|--------------|---|--|--|----------------|------------------|--------------------------|---|-------------------|
| Lone Working | <ul style="list-style-type: none"> Personal attack Threats and violence | <ul style="list-style-type: none"> Staff/students working alone | <ul style="list-style-type: none"> Panic alarms in AA and SGC Security being advised in advance and patrols Permission sought from line manager to undertake lone working | 3 | 3 | M | Ensure staff/students have knowledge of lone working policy including security arrangements | All staff |

| | | | | |
|----------------|--|-----------------------|--------------------|--|
| Assessment By: | Heads of Service or nominee | | | |
| School/Unit: | Academic and Student Affairs Directorate | Review Period: 1 year | Date: October 2019 | |

4. Manual Handling Arrangements

Manual Handling arrangements within the Directorate are Coordinated by Managers who will ensure that:

- A risk assessment of the Directorate/Division/Unit is carried out identifying any risks posed by manual handling; the findings are recorded using the Standard Risk Assessment Form. (See Appendix 1.1).
- Where tasks involve significant manual handling or are considered to pose a particular risk, a task specific manual handling risk assessment will be arranged with the Safety Office and recorded using the HSE Manual Handling Risk Assessment Tool. (See References). (Training is provided by Safety Services).
- Suitable equipment, practices and procedures are provided or established to minimize the need for manual handling. Staff in the Graduate School and SGC should be made aware of the provision of trolleys to aid manual handling.
- Employees, including student staff, engaging in manual handling activities are properly informed of the risks and are trained in correct practice.

NB Additional information on Manual handling is available in the QUB Safety Manual and advice is available from Safety Services.

References: HSE Manual Handling Risk Assessment Tool Link
<http://www.hse.gov.uk/msd/mac/index.htm>

5. Housekeeping Arrangements

Good standards of housekeeping contribute to safety management in a number of ways including prevention of slips, trips and falls, reduction in the likelihood of manual handling injuries, facilitating evacuations, reduction in fire loading. They also affect the morale and esteem of those working and using the facilities.

Both the SGC and the Graduate School are cleaned on a weekly basis by the University contracted cleaners. However, if an area subsequently needs cleaning, please contact the Buildings Liaison Officer to arrange for emergency cleaning to be undertaken. It is not the responsibility of Information Assistants to clean areas of the building but they can make hazard signs available until the area is cleared.

Centre Management Teams and Building Liaison Officers who are responsible for overseeing housekeeping arrangements will:

- Discuss and agree with the person in charge of cleaning, the cleaning schedule and the issues necessary to achieve and maintain the schedule.
- Ensure that there is a suitable and effective means to support housekeeping and building defects.
- Ensure that there is a suitable means to deal with reports – either by remedial action or by communication with the person reporting it.
- Ensure that all people using work areas are aware of the need for tidiness – particularly the hazards from poor storage etc.
- Ensure that there are suitable and sufficient means of storage available for work activities.
- Ensure that all work areas are regularly checked to ensure that there are no housekeeping issues and that reported issues are dealt with and that the results of these checks are recorded.

Examples of housekeeping concerns include:

- Access routes blocked by materials or equipment
- Trailing hazards and other tripping hazards
- Broken or damaged furniture
- Water leaks and wet floors
- Uneven floor surfaces
- Accumulations of waste material
- Unsafe stacking or overloaded shelves

6. Fire Safety Procedures

The Directorate's Health and Safety Coordinators are responsible for ensuring that appropriate fire precautions are in place and maintained for areas within their responsibility as per the QUB Fire Safety Policy (See Reference 1).

Specifically the Fire Evacuation Controller or nominee for each building are tasked with:

- Communicating the QUB Fire Safety Policy and providing adequate instructions and training to all users of the Directorate's buildings.
- Ensuring (in consultation with the QUB Fire Safety Officer) that adequate arrangements are in place in the case of an emergency.
- Ensuring a fire risk assessment is conducted for all workplaces and appropriate safety arrangements put in place. (See Reference 1)
- Ensuring that the following documents are complied with:
 - Evacuation Plan
 - Fire Service Information Plans (as appropriate to the size of the building)
 - Building Specific Fire Precautions, if applicable i.e. if hazardous materials or substances are used or stored on the premises e.g. compressed gas, chemicals, highly flammable materials etc.
 - Fire Log Book
- Ensuring that weekly fire safety maintenance checks are carried out and any defects are reported promptly.
- Collaborating with other Directors and Senior Management where buildings are shared to ensure coordinated arrangements are in place for fire safety.
- Ensuring that fire risk assessments consider appropriate arrangements for any disabled people in the Directorate's premises.
- Ensuring that a record is kept of fire drills, the date and time of drill and the supervisor coordinating the drill.

Appendix 6.1: Maintenance of Fire Precautions

References: <http://www.qub.ac.uk/directorates/EstatesDirectorate/Services/FireSafety/>

7. Electrical Safety Arrangements

Electrical Safety arrangements within the Directorate are partially Co-ordinated by Health and Safety Coordinators and Service or Building Liaison Officers.

However it is Managers and Building Liaison Officers responsibility to:

- Ensure that electrical hazards in the Directorate are considered as part of the overall risk assessment process and are recorded on the Standard Risk Assessment Form.
- Ensure that electrical hazards are reviewed as part of the routine safety inspection process.
- Ensure that all defects noted in electrical appliances are reported as soon as possible to the maintenance department for correction.
- Ensure that all Portable Electrical Equipment (PEE) are registered as soon as possible to the maintenance department for correction.
- Ensure that all PEE is subject to an annual inspection (PAT Testing) by a competent person and that the Portable Electrical Equipment Register Form is updated with the relevant details.
- Ensure that any repairs to PEE are carried out by a qualified electrician and that faulty equipment is removed from use until replaced or repaired.

NB. PEE is considered to be any hand held electrical powered tool rated for use at 110V and any electrical appliance that plugs into a 13 or 16 Amp socket.

8. Overseas Travel Safety Arrangements

The following are the responsibilities of Managers in relation to travel overseas by staff and students:

- Ensure that a risk assessment considering hazards relevant to the destination in question is carried out and recorded using the Standard Risk Assessment Form (Appendix 1.1) during the planning of overseas travel and that necessary control measures are put in place in a timely fashion e.g. vaccinations etc.
- Ensure that travel risk assessments are held along with other Directorate safety records.
- Ensure that staff and students avail of the most up to date travel advisory information from the Foreign Office (See Reference 2) relating to countries or areas within countries that either are, or may become unstable or suffer from particular hazards.
- Ensure that those travelling have access to reputable travel guide books relevant to the destination or destinations.
- Ensure that the person or persons travelling hold current appropriate travel insurance.

Additional health information is available from Safety Services.

References:

1. Information on Overseas Travel Issues
<http://www.qub.ac.uk/directorates/FinanceDirectorate/FinancialServices/Procurement/TravelonUniversityBusiness/>
2. Foreign Office - www.fco.gov.uk/

9. Training Management Arrangements

Training management arrangements within the Directorate are coordinated by the Senior Management Team and Heads of Service in conjunction with the HSE dept and HR.

Safety training for employees and students is conducted in the complimentary stages these being induction training, voluntary safety training and job specific safety training.

SMT, Team Leaders or a nominee are responsible for:

- Ensuring that induction training and instruction is provided during the first week of employment/attendance. Induction training covers the following two main subject areas:
 - The Directorate's internal arrangements
 - The DASA Health and Safety Manual
- Keeping written record of the delivery of induction training using the Directorate Health and Safety Training Plan and Record Form (Appendix 9.1)
- Ensuring that functional/ voluntary roles such as first aiders and fire wardens have sufficient trained personnel available as is required to undertake the role effectively within the Directorate/Division/Unit by recording and monitoring numbers trained and arranging refresher training at reasonable intervals.
- Ensuring that particular safety training or instruction that is required in order to carry out a job safely is provided to employees or students in a timely manner and a record of this training/instruction is maintained.
- Evaluating the training needs pertaining to the Directorate on a regular basis; as risk assessments are re-evaluated and as part of staff annual appraisals.

NB *Assistance with identification of appropriate training providers is available from Safety Services.*

Appendix 9.1: Directorate Health and Safety Training Plan and Record Form

Appendix 9.1 - Health and Safety Training Plan and Record

| Name | | Staff Number | | |
|-------------|-----------------------------|---------------------|----------------------|-----------------------------|
| Dept | | Start Date | | |
| | Training Event | Date Planned | Date Received | Employee's Signature |
| 1. | Health and Safety Induction | | | |
| 2. | Risk Assessment | | | |
| 3. | Working with Computers | | | |
| 4. | Office Safety | | | |
| 5. | Office Equipment | | | |
| 6. | Manual Handling | | | |
| 7. | Fire Safety Brief | | | |
| 8. | Fire Drill | | | |
| | | | | |
| | | | | |

10. Accident Reporting and Investigation Arrangements

Aspects of the provisions of the Directorate Accident Reporting and Investigation Policy are Coordinated by the Health and Safety Coordinators.

Accident Reporting Books are held in central areas within buildings (please refer to individual building operations manual for location). Reports are made to SMT.

Managers will ensure that:

- All incidents occurring within their area of responsibility are reported, properly recorded, fully investigated, and where appropriate, measures put in place to prevent similar incidents from occurring.
- Arrangements are in place to inform Safety Representatives when accidents, including near misses, dangerous occurrences and cases of ill-health arising from work activities occur.
- Accidents resulting in major injuries and fatalities are notified to the University Safety Service by telephone, email or fax.
- All accidents and near misses must be reported through the online IRIS system and notification should also be sent to the relevant line manager and the Directors Office (dasa@qub.ac.uk).
- All incidents through IRIS will be assigned to local management for investigation to establish the factors which contributed to the incident occurring and to identify remedial measures to prevent reoccurrence.
- Risk assessments are revised as required as a result of information arising from the investigation.
- Cooperation is provided to investigations carried out by the Safety Rep, Safety Services, HSE etc.
- Appropriate managers and supervisors attend the accident investigation training provided by Safety Services.
- Records are reviewed periodically to identify trends that may need to be addressed in conjunction with the Occupational Health and Safety Unit.
- That corrective or remedial measures identified are progressed and are effective.

Appendix 10.1 – Internal Accident Report Form

<https://www.qub.ac.uk/directorates/EstatesDirectorate/UniversitySafetyService/AccidentReporting/>

11. First Aid Arrangements

First Aid provision within the Directorate is Co-ordinated by the SMT.

Information Assistants and Building Managers will ensure that:

- A trained First Aider and First Aid Boxes or Kits are available within each building of the Directorate during normal office hours (9.00 am to 5.00 pm). Details of First Aiders and the location of First Aid Kits are listed in the Directorate's Register of First Aid Facilities (See Appendix 1). Adequate numbers of first aiders will be trained to provide, as far as possible, cover during period of leave or other absence.
- The First Aid Needs Assessment is reviewed annually or whenever there are significant changes in the activities of the Directorate).
- The training of First Aiders is up-to-date and that copies of certificates are kept.
- First Aiders check the contents of First Aid Kits on a monthly basis and that records are kept.
- First Aiders keep a record of any first aid assistance provided.
- Notices detailing the names and telephone extensions of First Aiders are prominently displayed throughout the buildings within the Directorate.
- Details of First Aid arrangements are provided to new staff during induction.

Should first aid be required outside of normal working hours or other times when nominated first aiders cannot be contacted, staff should contact Queen's main Security Office on 9097 2222.

Appendix: 11.1

Directorate First Aid Needs Assessment Form

Appendix 11.1- Directorate First Aid Needs Assessment Form

The minimum first aid requirements for all buildings within the Directorate are:

- A suitably stocked first aid kit;
- An appointed and trained person to take charge of first aid activities and information for employees on first aid arrangements.

In addition the following prompts act as an example will assist in assessing if additional First Aid provisions are required in your Directorate.

| Building Name: | | Assessed by: | |
|--|---|---------------------------|---|
| Considerations | Implications | Relevant to Service Y / N | Additional Provisions |
| Does the school have hazards beyond that encountered in a typical lecture theatre / office environment? | If so, specific training may be required; particular first aid equipment may be needed; the first aid kit may need to be relocated. | N | |
| Do the schools activities involve any high risks? Eg Hazardous chemicals, Dangerous machinery, Bio hazards etc | If so, specific training may be required; particular first aid equipment may be needed; the first aid kit may need to be relocated. | N | |
| Are there parts of the school where significantly different levels of risk can be identified eg offices versus labs? | Different provision may be required in different areas of the school. | N | |
| Are there sufficient numbers of first aiders to cover all sites within the school or the absence of one first aider? | You may need additional trained persons. | Y | <i>Training will be arranged for additional first aiders</i> |
| Are the schools buildings spread out, or on several floors? | You will need to consider provision in each building or on several floors. | Y | <i>First Aid Kits will be sited in each separate building and identified with signage</i> |

| | | | |
|--|---|----------|--|
| Is there out of hour's access / working? | You need to ensure that first aid provisions are accessible at all times that the school is in use. | Y | <i>We will ensure that first aid kits are accessible at all times and that contact details for first aid assistance out of hours is displayed.</i> |
| Do you have persons with disabilities or special health considerations in your school? | You should consider the requirement for special equipment / training or facilities. | N | |
| Other Considerations? | | | |

Additional advice on first aid provision is available by contacting Safety Services.

12. Arrangements Regarding Expectant and New Mothers

Certain arrangements regarding expectant and new mothers within the Directorate are Coordinated at a local level by Managers or nominee.

Managers or nominee will ensure that:

- Risks to expectant, new or breastfeeding mothers are assessed and the assessment recorded in writing using the Risk Assessment Form (See Appendix 12.1).
- Additional information is provided in Reference 2.
- All hazards and risk information identified by this risk assessment is communicated to all women of childbearing age within the Directorate and their attention drawn to the QUB Expectant and New Mothers Policy (See Reference 2).
- Adequate facilities for the individual as set out in the HSE guidance are provided.
- The individual concerned is informed of the process to be followed and assured that the information will be treated with confidentiality.
- Recommendations from Occupation Health (if relevant) regarding the individual are implemented in consultation with the individual concerned.

Appendix 12.1: Directorate Expectant and New Mothers Risk assessment Form

Reference

- 1: <https://www.qub.ac.uk/directorates/EstatesDirectorate/UniversitySafetyService/Policies/>
- 2: HSE Guide for New and Expectant Mothers <http://www.hse.gov.uk/mothers/>

Appendix 12.1 – Expectant and New Mothers Risk Assessment Form

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS (N.I.) 2000

EXPECTANT / BREASTFEEDING MOTHERS RISK ASSESSMENT

NAME OF EMPLOYEE

DEPARTMENT

| HAZARDS | RISKS | RISK RATING | CONTROL MEASURES |
|--|---|-------------|---|
| <ul style="list-style-type: none"> • Use of General office / IT equipment | General Fatigue | Low | Regular and more frequent breaks Alternative sitting / standing Work station to be re-assessed |
| <ul style="list-style-type: none"> • Trailing cables • Spillages • Basement access | Slips, trips and falls. Risk of injury | Low | QUB to maintain a safe and tidy working environment |
| <ul style="list-style-type: none"> • Manual Handling (lifting, pulling etc.) | Physical injury and strain. | High | Expectant mothers will be prohibited to carry out Manual Handling tasks. |
| <ul style="list-style-type: none"> • Working at heights | Risk of falling | High | Expectant mothers will be prohibited to climb |
| <ul style="list-style-type: none"> • Working alone | Requirement for prompt medical attention | Low | Office occupied by more than one person. Help can be quickly summoned by telephone or shouting. |
| <ul style="list-style-type: none"> • Occupational stress | Greater susceptibility to stress due to hormonal and physiological changes | Medium | QUB to take account of stress factors and provide supportive work environment |
| <ul style="list-style-type: none"> • Suitability or rest facilities | Physical and mental tiredness Proximity to toilet Exposure to smoke | Low | Provide private area where expectant mother can sit in comfort Smoking prohibited in rest area |

| HAZARDS | RISKS | RISK RATING | CONTROL MEASURES |
|---|---|---------------|--|
| <ul style="list-style-type: none"> Noise | Prolonged exposure may lead to raised BP and tiredness May affect child's hearing | Low | Only exposed to low noise levels with short durations. |
| <ul style="list-style-type: none"> Vibration | Increased miscarriage risk. Long term exposure may lead to premature birth or low birth rate | Low | Negligible exposure to this type of vibration |
| <ul style="list-style-type: none"> Ionising Radiation | Risk of exposure to child | Insignificant | No / negligible exposure |
| <ul style="list-style-type: none"> Use of VDU's | Risk of exposure to electromagnetic radiation | Low | Levels of EM radiation below RPB recommendations. No evidence to link VDU's with miscarriages |
| <ul style="list-style-type: none"> Extreme cold or heat | Heat stroke Hypothermia | Low | Will not be exposed to these working environments. Temperature will be controlled AFARP |
| <ul style="list-style-type: none"> Chemical hazards | Exposure to Carcinogenic, Mutagenic and Teratogenic chemicals | Insignificant | Will not be exposed to these chemicals |
| <ul style="list-style-type: none"> Biological hazards | Contact with Rubella, toxoplasmosis or other biological agents | Low | Rubella immunity to be determined. Will not be exposed to hazardous biological agents. Restrict access to office areas only |

ASSESSMENT COMPLETED BY

_____ (Signed)

_____ (Signed)

_____ (Name)

_____ (Name)

_____ (Position)

_____ (Position)

13. Arrangements for Staff with a disability

Certain arrangements regarding staff or students with either temporary or permanent disabilities within the Directorate are Coordinated at a local level by Managers.

Heads of Department or nominee will ensure that:

- When risk assessments of the Directorate activities are being carried out, that issues associated with disability are included in the assessment.
- Suitable measures for raising the alarm in the event of an emergency are provided and that they address the needs of the individual(s) concerned.
- Suitable arrangements for safely evacuating disabled persons from upper floors are provided or that arrangements are made to enable the individual(s) to work on the ground floor or other accessible area.
- Fire Safety (Estates Department) regularly send information round to staff with disabilities about individual Personal Evacuation Plans (PEEPS)
- Additional equipment or modifications to existing equipment are provided if required in consultation with the Heads of Departments or nominee, Health and Safety Coordinators and Safety Services.
- All reasonable steps are considered to facilitate the individual including reorganisation of the work, the work location, the physical environment and the equipment used, as appropriate.

References: 1: QUB Policy on Disability
2: HSENI guidance on disability in the workplace
www.hseni.gov.uk/balancing_disability_rights.pdf

14. Staff Wellbeing

It is important all staff are confident that their wellbeing is being taken into consideration in the work environment and it is recommended that managers and staff implement our wellbeing practices.

Managers and staff alike need to be aware of potential issues so matters can be addressed and if necessary acted upon rapidly.

Some issues to be aware of:

- Staff should be conscious of the need to manage their own wellbeing, taking breaks and being aware that we all react to pressure differently. Let your manager know how they can support this.
- All staff need to be conscious of our volume in open plan work areas, in particular, conversations/telephone calls. Staff should take personal calls to a secluded place.
- Although there are times in the year when longer hours may be inevitable, this is not be the general expectation and staff are entitled to a healthy work/life balance.

Staff are encouraged to speak with their manager or someone else they trust if they feel their wellbeing is being affected in any way due to pressure in their work environment.

The University also has a number of policies and procedures to support staff wellbeing. These can be found at:

<http://www.qub.ac.uk/sites/wellbeing/>