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**Marketing, Recruitment, Communications and Internationalisation (MRCI)**

**Health and Safety Handbook**



**JUNE 2017**

# GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

Queen’s University of Belfast, is committed to the highest standards of excellence in education and research and this commitment applies equally to the management of the health and safety for staff, students and others who may be affected by matters within its control. The University will adopt best practice in all areas of health and safety management through continuous improvement in the control of risk.

The Senate, as the governing bodyof the University, has ultimate responsibility for the Health and Safety Policy and for monitoring the effectiveness of supporting systems.

The Vice-Chancellor has executive responsibility for ensuring the implementation and monitoring of the Health and Safety Policy, including the provision of adequate resources and for ensuring that the University complies with all relevant statutory requirements and associated codes of practice.

Health and safety is an integral part of the management of the University’s undertakings and a core function of University Managers who, through the organisational structures, will take all reasonable practicable steps to ensure that:-

* the risks to health and safety throughout its undertaking are properly assessed;
* there are safe systems of work in place;
* there is a safe environment in which to work;
* managers and supervisors have appropriate knowledge and competence to deal effectively with health and safety issues;
* staff, students and others are given adequate supervision, information, instruction and training in order to carry out their work and studies safely;
* there is an effective mechanism through whichSafetyRepresentativesare consulted in good time on health and safety matters.

The Occupational Health and Safety Service will provide all necessary professional support and advice to University Managers.

Staff and students have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. Staff and student co-operation and commitment is essential to ensure successful implementation of the health and safety policy.

**University Health and Safety Policy**

<http://www.qub.ac.uk/directorates/HumanResources/OccupationalHealthandSafety/HealthandSafetyPolicy/>

**MRCI POLICY STATEMENT 2017**

I, as Director of the MRCI Directorate, will ensure that operations and activities in the Directorate comply with the requirements of the University’s Health and Safety Policy.

Within our Directorate I will, so far as is reasonably practicable:

* Provide and maintain safe and healthy working conditions
* Provide and maintain safe equipment and systems of work for all staff and ensure the safety of our visitors and patrons.
* Provide all necessary information, training and supervision to achieve these requirements.

The Directorate will meet the current statutory requirements for health and safety at work and we will review and work to enhance our performance in line with best practice. Health and safety is viewed as an integral part of our day-to-day management of operations and procedures and each member of staff is expected to be committed to co-operating with, and to participate in, the measures put in place to ensure health and safety at work.

The allocation of duties for safety matters and the particular arrangements for implementing the requirements of the University and MRCI Directorate health and safety policy are set out in this handbook.

I will ensure that the Health and Safety Policy for the MRCI Directorate will be communicated to all staff within my area of responsibility. I will review the information contained within this document on a yearly basis to take account of changes in personnel and practices.

Isabel Jennings

Director   
Marketing, Recruitment, Communications and Internationalisation Directorate (MRCI)

**Health and Safety Responsibilities**

MRCI is one of nine Directorates within the University. Overall responsibility for health and safety, within the MRCI Directorate, lies with the Director of MRCI. The Director of MRCI reports on health and safety matters to the University Health & Safety Management Group, to the Registrar and to the Vice-Chancellor, who hold executive responsibility for health and safety matters within Queen’s.

**Responsibilities of the Heads of Service**

Heads of Service within the Directorate have particular health and safety duties for the areas and activities for which they are responsible and over which they have control. Heads of Service will ensure that risks from activities within the Unit are assessed, adequately controlled and reviewed and that safe practices are planned into Unit work activities. Local arrangements will be established and duties allocated to staff, with adequate information, instruction and training given to staff as set out in the University Health and Safety Policy.

Heads of Service have a particular responsibility to manage the implementation and monitoring of health and safety matters within their department, taking action to correct deficiencies in the safety management system at a local level, and having appropriate arrangements for fire safety and first aid provision. Heads of Service will also ensure the investigation of accidents/incidents and dangerous occurrences, including near misses.

Heads of Service will liaise with safety professionals and other experts to improve health and safety performance, as necessary.

**Responsibilities of all Staff**

Each member of staff has a personal responsibility to help ensure that high standards of health and safety are achieved and maintained within MRCI. Staff are required to familiarise themselves with the University’s safety policies and procedures, and cooperate with management to enable compliance with statutory obligations. Staff should ensure working areas are kept safe and tidy and take reasonable care of their own and their colleagues’ health and safety, and not interfere with anything provided in the interests of health, safety and welfare. Staff must be adequately trained to use equipment properly and should inform their Head of Service of any dangers or shortcomings in the health and safety arrangements.

**UEFUL CONTACTS**

**Security**

Security staff are on duty at all times and can be contacted on internal extension **5099** or external **028 9097 5099**

**Emergency**



In an emergency where there is an imminent and serious danger to people or property, call the **EMERGENCY HOTLINE** on Extension **2222**

**MRCI Health and Safety Team**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | | **Title** | **Department** | **Telephone Extension** |
| Marelle | Crawford | Health and Safety Officer | MRCI Director’s Office | 1533 |
| Anna | Bell | Health and Safety Officer | Admissions and Access Service | 1355 |
| Barbara | Groves | Health and Safety Officer | Domestic Recruitment and Events | 1323 |
| David | Sleator | Health and Safety Officer | Strategic Marketing and Communications | 3185 |
| Craig | Woods | Health and Safety Officer | Public Engagement | 3758 |
| Wendy | Wright | Health and Safety Officer | International Office | 1487 |

In the first instance, please contact the Health and Safety Officer for your designated area with any concerns, issues or requests. They shall determine if your enquiry needs to be escalated to another level or can be dealt with at locally.

**Assistance, Advice and Guidance**

In addition to this Health & Safety Handbook for MRCI staff, further information and advice on safety matters may be obtained from a variety of sources including:

1. Queen’s University Safety Officers

|  |  |  |  |
| --- | --- | --- | --- |
| Name | | Title | Telephone Extension |
| Robin | Butler | Safety Manager | 5559 |
| Julie | McConkey | Safety Officer | 4739 |
| Colin | Richardson | Safety Officer | 4608 |
| Lindsey | Smith | Safety Officer | 4612 |

<http://www.qub.ac.uk/directorates/HumanResources/OccupationalHealthandSafety/SafetyService/Staff/>

1. Occupational Health and Safety Service website

[www.qub.ac.uk/directorates/HumanResources/OccupationalHealthandSafety/SafetyService](http://www.qub.ac.uk/directorates/HumanResources/OccupationalHealthandSafety/SafetyService)

1. Queen’s University Health and Safety Manual

[www.qub.ac.uk/directorates/HumanResources/OccupationalHealthandSafety/HealthandSafetyPolicy/](http://www.qub.ac.uk/directorates/HumanResources/OccupationalHealthandSafety/HealthandSafetyPolicy/)

1. Occupational Health Service staff

|  |  |  |  |
| --- | --- | --- | --- |
| Name | | Title | Telephone Extension |
| Dr Denis | Todd | Occupational Health Physician | 5541 |
| Marguerite | Browne | Senior Occupational Health Nurse | 5520 |
| Debbie | Parkinson | Clerical Support | 5541 |
| Abbie | Branagh | Clerical Support (Tue-Fri) | 5520 |

[www.qub.ac.uk/directorates/HumanResources/OccupationalHealthandSafety/OccupationalHealth](http://www.qub.ac.uk/directorates/HumanResources/OccupationalHealthandSafety/OccupationalHealth)

1. Estates Directorate Fire Safety staff

|  |  |  |  |
| --- | --- | --- | --- |
| Name | | Title | Telephone Extension |
| Ciaran | Connolly | Estates Manager (Fire Safety) | 1112 |
| Nigel | Dunlop | Assistant Estates Manager (Fire Safety) | 1092 |

[www.qub.ac.uk/directorates/EstatesDirectorate/Services/FireSafety/Contacts/](http://www.qub.ac.uk/directorates/EstatesDirectorate/Services/FireSafety/Contacts/)

1. Health and Safety Executive for Northern Ireland (HSENI)

[www.hseni.gov.uk](http://www.hseni.gov.uk)

**Safety Representatives**

Information can be accessed on the Safety Representatives’ website at: [www.qub.ac.uk/safety-reps](http://www.qub.ac.uk/safety-reps)

**ARRANGEMENTS AND GUIDANCE**

Guidance on a variety of health and safety issues is provided for your information, accompanied by the arrangements in place within MRCI. The content of this handbook and the adequacy of the arrangements in place will be reviewed on an annual basis and updated as necessary.

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20. **EMERGENCY PROCEDURES AND FIRST AID**

During induction, staff will be shown the emergency exits within the building(s), directed to the [Health and Safety section](https://intranet.qol.qub.ac.uk/directorates/mrci/Health%20and%20Safety/Forms/AllItems.aspx?RootFolder=%2Fdirectorates%2Fmrci%2FHealth%20and%20Safety%2FHealth%20and%20Safety&FolderCTID=0x0120002E05BC5B139E6B448665E42215725D90&View=%7B9330C129%2D566A%2D49B3%2DB6BE%2D017DD394DFFE%7D) of the MRCI Sharepoint site and will complete an [induction checklist](https://intranet.qol.qub.ac.uk/directorates/mrci/Health%20and%20Safety/Forms/AllItems.aspx?RootFolder=%2Fdirectorates%2Fmrci%2FHealth%20and%20Safety%2FStaff%20Induction&FolderCTID=0x0120002E05BC5B139E6B448665E42215725D90&View=%7B9330C129%2D566A%2D49B3%2DB6BE%2D017DD394DFFE%7D).

All staff will participate in regular fire drills which test the effectiveness of our evacuation plans and Heads of Service will implement any recommendations outlined in evacuation reports from the University Fire Safety Officer.

Emergency exits are available throughout all Levels of the Lanyon Buildings.

For any member of staff who cannot evacuate via the designated exits due to disability (permanent or temporary), a [Personal Emergency Evacuation Plan](http://www.qub.ac.uk/directorates/HumanResources/EqualityandDiversityUnit/PersonalEmergencyEvacuationPlans/) (PEEP) will be drawn up specifically for them, in consultation with the Equality and Diversity department and Fire Safety Office.

**Fire Wardens and Deputies:**



Fire Wardens duties include ‘sweeping’ the premises of their designated area for verification of full evacuation. They have responsibility for carrying out ‘walk-through’ inspection tests of their area of the building, in line with requirements from the University on maintenance of Fire Precautions. A guide to Fire Warden and Evacuation Controller duties can be found [here](file:///Q:\StaffShared3\MRCI\Office%20Admin\Health%20and%20Safety%20-%20Fire%20Wardens\MRCI%20Health%20and%20Safety%20Committee\21%20February%202017\MRCIHSC-P-17-3%20Fire%20Warden%20Guide.docx).

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | | **Title** | **Department** |
| Ruby | Wallace | Evacuation Controller | Student Plus (extension 1023) |
| Marelle | Crawford | Fire Warden | MRCI Director’s Office |
| Bethan | Hughes | Deputy | MRCI Director’s Office |
| Anna | Bell | Fire Warden | Admissions and Access |
| Liam | Barton | Deputy | Admissions and Access |
| Sharon | Ferguson | Deputy | Admissions and Access |
| Fiona | McGarry | Deputy | Admissions and Access |
| David | Sleator | Fire Warden | Strategic Marketing and Communications |
| Carrie | Hall | Deputy | Strategic Marketing and Communications |
| Barbara | Groves | Fire Warden | Domestic Recruitment and Events |
| Vacant | Vacant | Deputy | Domestic Recruitment and Events |
| Wendy | Wright | Fire Warden | International Office |
| Janine | Vaughan | Deputy | International Office |
| Craig | Woods | Fire Warden | Public Engagement |
| Anne | Maxwell | Deputy | Public Engagement |

**Use of fire extinguishers**



The use of fire extinguishers is covered by the University’s formal training programme available through i-TRENT. You should not use a fire extinguisher unless you have been fully trained **and** you feel confident to do so.

You should only tackle a fire if the appliances provided are suitable and it does not place you or others in any danger.

REMEMBER!

Should you need assistance the internal emergency telephone number is **2222**.

**First Aid**



During normal office hours First Aid is provided by a number of trained staff. First Aid is also available from Security Service staff who should be contacted using the internal emergency telephone number **2222**. The nearest defibrillator is situated in the Security Office Ground Floor, Administration Building.

Our First Aiders have received up-to-date training in First Aid at Work, are responsible for checking the contents of First Aid kits on a monthly basis and keep records of any medical assistance provided.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Staff Member*** | | ***Unit*** | ***Ext*** | ***Valid from*** | ***Valid to*** |
| Robert | Gamble | **Admissions and Access** | 1145 | 10/05/17 | 22/04/20 |
| Barbara | Groves | **Domestic Recruitment and Events** | 1323 | 23/09/16 | 22/09/19 |
| Margaret | Cleland | **Admissions and Access** | 1494 | 23/03/17 | 22/03/20 |
| Maurice | Macartney | **Public Engagement** | 3540 | 24/07/15 | 23/07/18 |
| Judith\* | Rance | **Strategy Marketing and Communications** | 3087 | 27/10/16 | 02/11/19 |

\*currently on maternity leave

1. **RISK ASSESSMENT**



Your departmental Health and Safety Officer and Head of Service will ensure that all operations and activities within your department are assessed for risks to health and safety, and control measures are put in place to ensure that any significant risks are adequately controlled.

Risk assessments take account of hazards to staff, students, contractors, public, and vulnerable groups such as the very young, the elderly, pregnant women and disabled persons.

Risk assessments will be reviewed annually or when there are any significant changes.

Training in risk assessment is available from the Safety Service.

1. **WORKING WITH COMPUTERS**



Every member of staff who uses a computer must complete the mandatory online tutorial on *Health and Safety for Computer Users* via Queen’s Online, which will provide training on how to set up your workstation correctly. Each staff member must then complete the self-assessment of their workstation using the University checklist, the results of which should be forwarded to their department’s Health and Safety Officer who will address any deficiencies identified in the assessment.

**Self Assessment DSE checklist form**

[www.qub.ac.uk/directorates/HumanResources/OccupationalHealthandSafety/ComputerWorkstations/](http://www.qub.ac.uk/directorates/HumanResources/OccupationalHealthandSafety/ComputerWorkstations/)

Your departmental Health and Safety Officer will ensure that appropriate equipment e.g. adjustable chairs, will be provided which meets the minimum requirements outlined in the DSE Regulations and QUB Code of Practice.

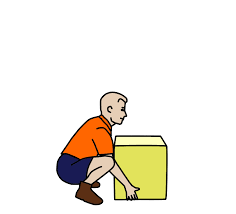
During working hours you are encouraged to incorporate regular breaks and changes of activity to prevent health issues associated with DSE. Staff must ensure that any health concerns which are believed to be associated with working with computers should be raised with your Unit’s Health and Safety Officer for further investigation and resolution. This may require referral to the University Safety Office.

Free eyesight tests are available for DSE users from the University’s nominated optician. Details can be found [here](file:///C:\Users\3042982\Desktop\eye%20test.doc).

**DSE Assessor – Anna Bell (Admissions and Access) or Julie McConkey (Safety Service)**

Anna Bell will carry out detailed assessments of workstations in response to recommendation from Occupational Health. Advice will be obtained from the Occupational Health medical staff regarding disabled DSE Users.

**4.** **MANUAL HANDLING**



Manual handling is:

***‘The lifting, lowering, pushing, pulling, carrying or moving loads by hand or other bodily force.’***

Your departmental Health and Safety Officer will ensure that hazardous manual handling operations are avoided, where reasonably practicable. Any manual handling operation which cannot be avoided will be assessed and the risk reduced by:

1. breaking down the load into parts;
2. providing mechanical assistance;
3. training staff in proper lifting techniques;
4. providing handles or other aids;

**Manual Handling Policy**

<http://www.qub.ac.uk/directorates/HumanResources/OccupationalHealthandSafety/ManualHandling/>

**5.** **LONE WORKING**



Lone workers are:

***‘Those who work by themselves without close or direct supervision.’***

Your departmental Health and Safety Officer and Head of Service will conduct risk assessments and identify staff that may fit the category of Lone Worker, and evaluate if it is safe to allow lone working for particular tasks/environments. The risk assessment will include an evaluation of safety in leaving work (including after hours), the risk of violence, appropriate emergency arrangements and effectiveness of communication systems out of hours.

The risk assessment will stipulate suitable control measures required to eliminate or minimise risks, and will be reviewed annually. Staff should advise their line manager of any issues arising from lone working to allow for risk assessments to be adapted as necessary.

**Lone Working Policy**

[www.qub.ac.uk/directorates/HumanResources/OccupationalHealthandSafety/GuidanceNotes/LoneWorking/](http://www.qub.ac.uk/directorates/HumanResources/OccupationalHealthandSafety/GuidanceNotes/LoneWorking/)

**6.** **HOUSEKEEPING**



A high standard of housekeeping is essential to reduce the risk of fire, to facilitate ease of evacuation, to prevent slips, trips and falls, and in general to maintain staff morale and esteem through our working environment.

Your departmental Health and Safety Officer will ensure workplace inspections are carried out regularly. Suitable and sufficient storage facilities will be provided within the Unit.

Each member of MRCI staff is expected to contribute to maintaining a high standard of housekeeping within the premises. You should be vigilant regarding housekeeping concerns such as access routes blocked by materials or equipment, accumulations of waste materials, and unsafe stacking or overloaded shelves. Hazards or defects in premises such as uneven floor surfaces, water leaks/wet floors, damaged furniture, and trailing cables, should be notified to your Health and Safety Officer.

Kitchens should be kept clean and all staff are expected to wash their dishes and tidy up after themselves. Out-of-date food must be disposed of and recycling containers are to be emptied on a regular basis. Particular care must be taken when handling hot water boilers and kettles.

The Unit operates a clear desk policy which should be adhered to at all times. All paperwork must be tidied away at the end of each working day and confidential materials must be kept in locked storage. Keys must be locked safely in the key safe.

**7. ELECTRICAL SAFETY**



Your departmental Health and Safety Officer and Head of Service will ensure that electrical hazards within the unit are considered as part of the overall risk assessment process. Electrical equipment will be reviewed as part of the regular workplace safety inspections and defects will be reported immediately to the Estates Directorate for repair or replacement.

**Portable Appliance Testing (PAT)**

All electrical equipment within MRCI is subject to Portable Appliance Testing (PAT), and a register of equipment and testing results is held and maintained. Each item of electrical equipment that you use should have a testing sticker attached which tells you when it was tested.

If you notice any defects in electrical equipment e.g. loose or overheating plugs, damaged cables etc. you should immediately take the equipment out of use and advise your Health and Safety Officer.

<http://www.qub.ac.uk/directorates/FinanceDirectorate/FinancialServices/Procurement/ContractsBuying/PortableApplianceTesting/>

**8. WORK EQUIPMENT AND MACHINERY**

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Your departmental Health and Safety Officer will ensure that all work equipment and machinery is suitable, is regularly checked and is maintained in effective working order. Equipment will be included in the risk assessment process and staff will receive appropriate information, training, and supervision in the use of equipment.

If you notice any defects in equipment you should remove it from operation and inform the Head of Service promptly, who will arrange for repair or replacement.

**9. OVERSEAS TRAVEL**



Your departmental Health and Safety Officer and Head of Service will ensure that a risk assessment for travelling to the destination is carried out during planning of the trip, and that necessary control measures are in place e.g. vaccinations, travel documents, booked accommodation etc.

As part of the planning process for your trip, you should:

1. obtain up-to-date travel advice and information from Occupational Health medical staff;
2. ensure travel documents such as passports and travel insurance are valid;
3. consult travel guide books to obtain up-to-date information on the destination being visited;
4. access travel advice websites, such as the Foreign Office, relating to destinations which may be unstable or have particular hazards.

Further guidance is available via the link below:

<http://www.qub.ac.uk/directorates/FinanceDirectorate/FinancialServices/Procurement/TravelonUniversityBusiness/>

**10. SAFETY TRAINING**



Safety training is available for all staff, in conjunction with the University’s Staff Training and Development Unit.

<http://www.qub.ac.uk/directorates/HumanResources/OccupationalHealthandSafety/SafetyTrainingCourses/>

**Induction**

All staff will receive information and instruction on safety matters during their induction, which will take place during the first week of employment within MRCI. Induction will be comprised of two sections;

1. the University Health and Safety Policy and other related documents (via MRCI sharepoint site)
2. the department’s internal safety arrangements

All staff will receive a copy of the MRCI Health and Safety Handbook.

**Job Specific Safety Training**

Competency of staff will be assured through job specific training such as safe use of computers, manual handling techniques, safe use of Personal Protective Equipment etc. as appropriate to each role. Training may take the form of e-learning, attendance at courses, job shadowing, face-to-face instruction etc. Records of staff training activities will be maintained and training needs assessed and discussed during annual appraisal with each individual.

**Voluntary/Functional Safety Training**

Staff may avail of a range of voluntary or functional safety training activities, such as First Aid at Work, First Aid Appointed Persons training, Fire training, Health and Safety Coordinator training etc. Voluntary/functional training will be monitored and coordinated by your Health and Safety Officer.

**Refresher Training**

Certified training such as First Aid at Work has requirements for refresher training. This training will be arranged in time to maintain certification.

In general, it is recommended that staff attend refresher training on relevant safety topics at least every three years.

**11. OCCUPATIONAL ROAD RISK**



Your departmental Health and Safety Officer and Head of Service will ensure that a risk assessment is carried out for staff who are driving for the purposes of University business (including staff using their own car). Suitable control measures will be identified and put in place. Heads of Service will liaise with Occupational Health on medical concerns, as required.

Any member of staff involved in a Road Traffic Accident whilst driving for work purposes should report the incident to their Head of Service and complete the University’s Accident Report form (AC1).

It should be noted that no member of University staff may use University vehicles for their own personal or private use.

**12.** **ACCIDENT REPORTING AND INVESTIGATION**



Your departmental Health and Safety Officer will ensure that all incidents are reported, properly recorded, fully investigated and, where appropriate, measures put in place to prevent similar accidents from occurring. Heads of Service will co-operate fully with investigations carried out by safety representatives, inspectors from enforcement agencies, University insurance investigators etc.

It is noted that all staff and managers have a responsibility to report all accidents. If you suffer an accident while at work, you are required to report details at your earliest opportunity to your Head of Service.

All accidents, including near misses, must be recorded using the University Accident Report Form (AC1).

Your departmental Health and Safety Officer will identify corrective or remedial measures and will ensure they are progressed and are effective in preventing any recurrence. Risk assessments will be revised as a result of information arising from the investigation.

Further details can be accessed via the Accident Reporting link below:

<http://www.qub.ac.uk/directorates/HumanResources/OccupationalHealthandSafety/AccidentReporting/>

**13. STRESS MANAGEMENT**



Occupational stress is a health and safety matter and can be addressed as part of good health and safety management. The responsibility for implementing University guidance and dealing with occupational stress-related matters rests with your Head of Service. The Personnel Department and the Occupational Health Service will provide guidance to staff and managers on stress-related issues.

Staff queries on occupational stress will be taken seriously and will be handled confidentially in accordance with the requirements of the QUB Policy on Occupational Stress.

Your Head of Service will ensure that stress risk assessments are carried out to identify causal factors and rate the level of risk. Where assessments identify a significant level of occupational stress, the Head of Service is required to take action, where reasonably practicable, to reduce it.

All Directorate Heads of Service should encourage a working environment which enables regular and effective communication between staff and line management. In particular, line managers will help staff to plan and prioritise work, provide access to appropriate training and development, implement appraisal, and contribute to appointment and promotion procedures.

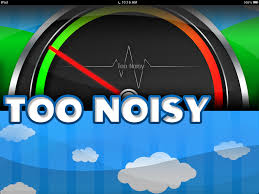
A confidential and impartial counselling service is provided for all QUB staff through ‘Carecall’. Any individual who is experiencing difficulties in their professional or personal life and who feel they may benefit from counselling may avail of this service.

Carecall: Independent Confidential Counselling Service for University Staff.

**Freephone: 0800 389 5362**

Further details can be accessed on Occupational Stress [here](file:///Q:\StaffShared3\MRCI\Dir-Estates-Health%20and%20Safety%20Audit\Safety%20Office\Health%20and%20Safety%20-%20Fire%20Wardens\University%20Policies\Occupational%20Stress%20Policy.doc).

**14. NOISE MANAGEMENT**



Where there is a concern regarding noise levels, your departmental Health and Safety Officer will request a noise survey of the area and a calculation of the noise levels which staff may be exposed to. Noise surveys will be carried out by the University Safety Service.

Where noise levels are confirmed to be above safe levels, recommendations from the noise survey will be introduced by the Head of Service to eliminate or reduce the exposure to high noise levels.

Staff exposed to high noise levels will be provided with appropriate information, instruction and training and any required Personal Protective Equipment (PPE). The University Occupational Health Service will carry out annual audiometric testing of staff who are routinely working in noisy environments.

**15. NEW AND EXPECTANT MOTHERS**



Your departmental Health and Safety Officer and Head of Service will coordinate the arrangements regarding expectant and new mothers for staff within your department.

A risk assessment will be carried out to identify any risks in work activities to:

1. women of childbearing age;
2. women who are pregnant;
3. women who have returned to work after maternity leave and who are breast feeding.

All hazards and risk information identified will be provided for women in the Unit and their attention drawn to the QUB Policy on New and Expectant Mothers. Facilities for new and expectant mothers will be provided as outlined in the Policy, such as suitable rest facilities, adaptations to work routines as required, a private area to express milk etc. Advice will be provided by the Occupational Health Service and the Personnel Department, as necessary.

It is helpful if employees disclose their pregnancy to their line manager at an early stage to allow for an individual risk assessment to be drawn up in consultation with the employee, taking account of factors which may be specific to them. Confidentiality will be maintained and staff can liaise at an early stage with their line manager on any concerns or issues which may arise. Employees are encouraged to liaise regularly with their line manager to deal effectively with issues which may arise through the various stages of pregnancy.

**QUB Policy on New and Expectant Mothers**

<http://www.qub.ac.uk/directorates/HumanResources/OccupationalHealthandSafety/NewandExpectantMothers/>

**16. ARRANGEMENTS FOR DISABILITY**



Arrangements regarding staff with either temporary or permanent disabilities within the unit are co-ordinated by your departmental Health and Safety Officer and Head of Service. When risk assessing unit activities, issues associated with disability will be included in the assessments and appropriate measures will be taken to ensure safety and parity for all staff, where possible.

Care will be taken in determining appropriate emergency procedures in relation to disability, particularly emergency evacuation, to ensure that the needs of individuals within the unit are effectively addressed. Disabled staff within the unit will be provided with the opportunity to have a Personal Emergency Evacuation Plan (PEEP) drawn up for them, in conjunction with advice from the University Fire Safety Office and the Equality and Diversity division, where necessary.

The needs of the individual will be addressed by the Head of Service, in conjunction with advice from other University departments such as the Occupational Health Service, Disability Services and the Estates Directorate. All reasonable steps will be considered to facilitate each individual, including the provision of additional equipment, modifications to existing equipment, reorganisation of the work, the work location and the physical environment.

Further advice may be accessed via the Disability Services website.

**QUB Policy on Disability**

[**http://www.qub.ac.uk/directorates/sgc/disability/UniversityPolicyonDisabilityRelatedPublications/**](http://www.qub.ac.uk/directorates/sgc/disability/UniversityPolicyonDisabilityRelatedPublications/)

**17. MAINTENANCE AND BUILDING WORK**



The Estates Directorate have responsibility and control over maintenance and building work on University premises, which may be carried out by Queen’s Estates staff or external contractors employed by Queen’s.

If you have any concerns regarding maintenance or building work in your area, you should contact your Head of Service who will liaise with Estates.

[www.qub.ac.uk/directorates/EstatesDirectorate/](http://www.qub.ac.uk/directorates/EstatesDirectorate/)

**18. SMOKING POLICY**



All Queen’s University Belfast buildings are non-smoking. Smokers are requested to smoke in designated smoking areas and not to smoke at entrances to buildings, open windows and intake vents to ensure smoke does not enter buildings. Smoking is not permitted in University vehicles or when travelling with colleagues in cars while on University business.

For staff, who wish to stop smoking, the University Occupational Health Service provides advice and assistance and runs regular smoking cessation programmes.

QUB Smoking Policy:

<http://www.qub.ac.uk/directorates/HumanResources/OccupationalHealthandSafety/OccupationalHealth/OccupationalHealthInformation/>

**19. VEHICLE SAFETY**



**Queen’s University Car Parking:**

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

**University Travel Plan 2015 -2020**

<http://www.qub.ac.uk/directorates/EstatesDirectorate/Sustainability/TransportTravel/TravelPlan/>