PART 3

UNIVERSITY HEALTH AND SAFETY ARRANGEMENTS

Contents

Overview 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	Managers 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 / Computer Workstations	2	H&S Coordinators	No	Yes	Yes – DSE Co-ordinators will e-mail all ESS 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	Managers or nominee	No	Yes	No – must be done on a case-by-case basis if staff need to work alone or out of hours on site. Please ensure that you discuss with your team arrangements for out of hours working.
Manual Handling Arrangements	4	Managers 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.

Policy	Number	Responsibility	Annual Y/N	As Required Y/N	Will managers be prompted to do this?
Electrical Safety Arrangements incl PAT testing	7	Building Liaison Officers	Yes	No	PAT testing is organised by S/BLOs however managers are to ensure safe working practices.
Travel on University Business	8	Managers	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 with Directors Office	No	Yes	No
Arrangements regarding Expectant, Breastfeeding 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.
Staff Wellbeing	14	Managers	No	Yes	Managers need to be cognisant of staffs' wellbeing and in particular factors which may contribute to work related stress. Stress risk assessment is available via People and Culture.

Introduction

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

Each procedure is introduced by an explanation of whose responsibility it is to action and when it needs to be completed. Each section also includes a link to the full policy and associated guidance on the relevant Directorate website.

Further advice can be given by a member of the Directorate Senior Management Team or the Directorate Health and Safety Co-ordinators, Stephen Browne and Scott Annette.

1 Risk Assessment Arrangements

Risk assessment arrangements within the Directorate are coordinated at a local level by Managers or nominee. The risk assessment forms, whether they are for the general office area or a specific policy such as New, Breastfeeding and Expectant Mothers, 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 Managers 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.
- Risk Assessments are recorded in writing on the Standard Risk Assessment Form Departmental 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 February 2023)

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.	• Slips and trips • Falls • Striking fixed objects	• Staff; • Students; • Visitors.	• 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	• Fire; • Inhalation of smoke; • Panic;	• Staff • Students • Visitors	• 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
Working at a computer workstation.	• Eyestrain; • Upper limb disorders (repetitive strain injuries); • Back and muscle pain; • Tension and headache; • Fatigue	• All staff and students.	• Assessment of workstation and computer use and remedial action as required such as anti-glare screens, mouse mat & 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

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
Manual Handling / Lifting & Carrying	• Injuries to back, shoulders, feet and hands.	• Persons carrying out handling activity.	• 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	• Electric shock and after effects requiring first aid	• Staff • Students	• 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
Lone Working	• Personal attack • Threats and violence	• Staff/students working alone	• 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-ordinators		
School/Unit:	Education and Student Services		Review Period: 1 year	Date: February 2023

2   Display Screen Equipment (DSE) / Computer Work Station Arrangements

The Directorate's DSE Co-ordinators 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 Co-ordinators will collate and take appropriate action on the basis of the findings from the process. The checklists can be completed on Queen's On-Line (QOL) 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 Co-ordinators, through the ESS 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. 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.
- Ensure 'users' undertake on-line training titled *'In Your Own Interest'*; How to work safely with display screens; and then carry out a DSE self-assessment using the form provided 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 workstation with the user present. If further assistance is required, 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.

References; DSE and Computer Workstation Policy

3   Lone Working Arrangements

The following information is provided to enable each Directorate to manage its responsibilities in relation to Lone Working on campus. 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 on campus 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 persons 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 e.g. 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

References: Lone Working Policy

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

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.
- 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 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: Manual Handling Policy

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.

The Graduate School is 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. The same cleaning arrangements apply to Academic Affairs in the Administration Building, and staff areas in One Elmwood. Managers should flag issues to Cleaning Services.

In the Graduate School it is not the responsibility of Community Assistants to clean areas of the building, but they can make hazard signs available until the area is cleared.

Graduate School Management Team 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 Co-ordinators 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.

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.

    References: Fire Safety Policy

7   Electrical Safety Arrangements

Electrical Safety arrangements within the Directorate are partially Coordinated by Estates and by 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 defects noted in Portable Electrical Equipment (PEE) are reported 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.*

References: Portable Appliance Inspection and Testing

8   International 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 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 guidebooks relevant to the destination or destinations.
- Ensure that the person or persons travelling hold(s) current appropriate travel insurance.

Additional health information is available from Safety Services.

References: Information on Travel on University Business

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 is provided during the first week of employment. Induction training covers the following areas:

  - The Directorate's internal arrangements / induction manual

  - The ESS 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

	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

Accidents, near misses and other incidents are reported through the University's Incident Recording Information System (IRIS). Any member of staff can complete an IRIS form however you are also asked to report the incident to your line manager who will notify the Health and Safety Co-ordinators.

Once the accident or near miss is on IRIS an investigator will be appointed to investigate the incident and recommend any actions in conjunction with colleagues from Safety Services. Records will also be reviewed to ensure that there are no recurring issues and/or patterns to reports from areas.

References: Accident reporting

11   First Aid Arrangements

First Aid provision within the Directorate is Coordinated 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.

References: First Aid Policy

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 the 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	*Training will be arranged for additional first aiders*
Are the schools buildings spread out, or on several floors?	You will need to consider provision in each building or on several floors.	Y	*First Aid Kits will be sited in each separate building and identified with signage*
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	*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.*
Do you have persons with disabilities or special health	You should consider the requirement for special equipment / training or facilities.	N	

considerations in your school?			
Other Considerations?			

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

12 Arrangements Regarding New, Breastfeeding and Expectant Mothers

Certain arrangements regarding expectant and new mothers within the Directorate are Co-ordinated 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.
- 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 Occupational Health (if relevant) regarding the individual are implemented in consultation with the individual concerned.

Reference 1: New, Breastfeeding and Expectant Mothers Policy and Risk Assessment Forms

Reference 2: HSE Guide for New and Expectant Mothers http://www.hse.gov.uk/mothers/

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.

Managers or nominee will ensure that:

- When risk assessments of the Directorate activities are being carried out, issues associated with disability are included in the assessment.
- Suitable measures for raising the alarm in the event of an emergency are provided and 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 sends information 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 Co-ordinators and Safety Services.
- All reasonable steps are considered to facilitate the individual including re-organisation 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

14   Staff Wellbeing (including staff stress risk assessment)

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 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:

https://www.qub.ac.uk/directorates/HumanResources/employees/wellbeing-at-queens/

References: Stress Risk Assessment