
Policy Statement

Every School/Directorate within University of Dundee has a School/Directorate Health and Safety Policy that details how the School/Directorate will implement the University's Health and Safety Policy. Thus, the School/Directorate Health and Safety Policy will include:

1. a statement by the Dean/Director confirming their commitment to provide a safe and healthy working environment;
2. a section describing health and safety responsibilities held by individuals and committees to ensure effective management of health and safety issues;
3. a section giving specific details of health and safety procedures.

An outline of a typical School/Directorate Health and Safety Policy is given in Appendix 1.

Arrangements

Dean/Director will ensure that their School/Directorate Health and Safety Policy is updated annually, and that all staff have access to paper and electronic copies.
Appendix 1: Typical School/Directorate Health and Safety Policy

Statement
As Dean/Director of (name of school/directorate) I am committed to providing a working environment for staff and students that is safe and healthy as far as is reasonable and practicable. I recognise that accidents and ill health to staff and students must be reduced to ensure the effective management of School/Directorate resources, to enhance the School/Directorate’s good reputation, and to improve the physical and mental well being of staff and students working in this School/Directorate. I will promote a high standard of health and safety performance by providing active leadership, credible short, medium and long term plans for improvement, achievable targets to monitor progress, appropriate delegation, high levels of training, adequate resource, and firm but fair discipline. I will encourage a positive and open approach to health and safety, and show appreciation of effort and desire to improve. I will embrace fully the University’s health and safety organisation, and provide regular reports to senior management on this School/Directorate’s progress.

Signature         Date

Name

Organisation
(School/Directorate) comprises (number) staff and (number) post-graduate students and is based in (name and address of building). It is part of the (College or Support Services), as detailed in the Organisation Section of the University Health and Safety Policy.

All staff and post-graduate students must behave reasonably to comply with common and statute law. They must:

- Exercise care in relation to themselves and others who may be affected by their actions or omissions
- Carry out all work activities according to instructions and training
- Utilise protective equipment and use guards or safety devices when provided
- Familiarise themselves with fire escape routes, location of fire alarm call points and fire extinguishers
- Familiarise themselves with emergency procedures eg bomb threat, flood, spillage
- Consult their supervisor if they have any doubts regarding health and safety issues
- Offer any suggestions and advice that they think may improve health and safety
• Refer to the Safety Notice Board regularly
• Report all accidents and incidents to supervisor and School/Directorate Safety Representative, and assist in the completion of an accident/incident and investigation reports
• Notify their supervisor and School/Directorate Safety Representative of any risks about to be introduced by new work, or of any risks in existing work that were not recognised previously
• Contact Occupational Health Service if they think they may be suffering from a work related illness
• Take immediate action to make a dangerous situation safe without placing themselves at risk (eg mop up spill on stairs, report immediately faulty equipment)
• Ensure that all hazardous substances are clearly labelled and appropriately stored to avoid accidents to other staff, such as cleaning and maintenance staff, and to visitors

In addition, I have delegated to Heads of Group/Supervisors responsibility for implementation of University safety policy arrangements within the area they control, and they are accountable to me. (list names and area of responsibility in Appendix)

They must:
• Carry out risk assessments before work starts, and implement findings
• Ensure risk assessments are updated regularly
• Notify me of risk assessment findings when significant additional risks and controls are identified
• Obtain necessary licences and authorisations from Enforcing Authorities
• Provide information, local rules and training to staff and students, and ensure records are kept
• Supervise staff, students and visitors
• Provide reports to me.

In addition, as Head of School/Directorate I have been delegated with responsibility for implementation of University Safety Policy Arrangements within this School/Directorate, and I am accountable to (Vice Principal/Secretary).

I must:
• Draw up a short, medium and long term safety plans to ensure resources are allocated according to level of risk
• Have procedures in place to ensure all Heads of Group/supervisors complete risk assessments
• Ensure adequate resources are available to implement findings of risk assessment before work starts
• Become involved in School/Directorate Safety inspections, and investigations of serious accidents/incidents
• Appoint competent people with safety advisory duties, provide them with authority and resource, and ask them to report to me regularly on compliance with local rules, and immediately with significant issues (eg serious accidents and incidents).

I have appointed a:
1. A School/Directorate Safety Representative to advise on University Safety Policy Arrangements, risk assessments, local rules, statutory tests, licences required, to carry out inspections and accident investigations, and to liaise closely with Safety Services.
2. A suitable number of qualified First Aiders to provide emergency medical care, and to contact emergency services if required.
3. A Fire Marshall and a suitable number of Fire Wardens to manage the emergency evacuations of buildings.
4. Display Screen Equipment risk assessors to carry out DSE work-station risk assessments.
5. Manual Handling risk assessors to carry out manual handling risk assessments.

(Deans whose staff and post-graduate students use radioactive substances will appoint a RPS). A Radiation Protection Supervisor who has authority to secure compliance with local rules, experience to supervise all radiation protection aspects work within School/Directorate, expertise to deal with emergency situations, initiative to seek information or advice when required and excellent record keeping skills.

(Deans whose staff and post-graduate students use lasers will appoint a Laser Supervisor Officer) A Laser Safety Officer to advise on local rules for safe use of lasers

(Deans whose staff and students deliberately culture micro-organisms or genetically modified organisms or work with potentially infectious materials will appoint a BSA) A Biological Safety Adviser who has the knowledge and experience to advise on risk assessments, local rules, licenses required; disinfection and waste disposal; and the expertise to carry out formal biological safety inspections and investigate accidents.
Advisory Structure

Names and contact details of:
School/Directorate Safety Representative
Unit Safety Co-ordinators
Fire Marshall/Fire Wardens
Biological Safety Adviser
Radiation Protection Supervisor
Laser Safety Officer
Display Screen Equipment Risk Assessor
Manual Handling Risk Assessor

Union Safety Representatives and Employee Safety Representatives
Names and contact details.

University Safety Services can be contacted at 3 Cross Row, tel 84104.
Ian Scragg, Head of Safety Services, tel 84103
Larry Fortune, Fire Safety Adviser, tel 85030
Damian Leddy, IT Manager and RPO, tel 88467
Martin Rollo, Hazardous Waste Manager and RPO, tel 88468
Bill Reynolds, PAT technician, tel 85722
Lesley Hewitt, Office Administrator, tel 8410

University Occupational Health Service at Ewing Annex, tel 85410
Isla Reid, OH Nurse
Audrey Burns, OH Nurse
Lynsey McNaughton, tel 86948

Committee structure

School/Directorate has a safety committee comprising either
Standing Item on School/Directorate Staff Meeting
Or
Dean, Head of Group, USC, BSA, RPS, FM, Union Safety Representatives (names of technical representative, student representative). Committee meets at least once a semester, minutes taken by (name)
Remit:
1. To monitor implementation of University Safety Policy Arrangements through formal inspections, day to day checks, concerns raised and accident/incident investigations
2. To review and give advice on local rules to implement University Safety Policy Arrangements
3. To review training needs
4. To report to College Board/Directors Group

Arrangements
This section details how this School/Directorate complies with Safety Policy Arrangements given in the University Health and Safety Policy.

1. Accident reporting and investigation
Accident /Incident Book is held by (name and location) and this person is responsible for informing Safety Services promptly. All staff and students must report accidents/incidents to (name), and assist in the completion of the Accident/Incident Book, and investigation report. Accidents will be investigated by (name), and I will become involved in investigation of serious accidents.

2. First Aid
First Aiders are (names and contact details). First Aid boxes kept (location) and contents checked weekly by (name)

3. Fire Safety
Fire alarm tested on (day and time) each week by (name). Fire drills organised by (name) each (frequency). Fire Incident Forms are held by (name), and reported to Safety Services by (name). Fire Log book held by (name and location). Fire workplace inspections carried out by (name).

4. Emergency procedures
Emergency numbers:
City Campus, Wilson House, Taypark and Botanic Gardens  4141
Ninewells Hospital and Medical School, and Dental School  2222
Kirkcaldy Campus  9-999
Frankland Building  77-4141
Any request for emergency help or advice should always be as concise and clear as possible answering the questions of “where, what, when, who”.

Call out lists are held by (name), and plans by (name).

5. Visitors
All visitors must report to (name) and (location) who will record their presence.

6. Security
All staff must take reasonable care of their belongings. Staff should wear their ID badges at all times whilst at work. All staff should ask strangers to identify themselves and their business if they feel confident to do so. Last person to leave office must lock final exit door.

7. Out of hours working
Normal working hours are (times). Outside these hours all staff and students must complete signing in book held at (location). Students must obtain permission from their supervisor before working out of hours.

8. Lone working
There is no restriction on office activities, but other work activities must be risk assessed on a case by case basis.

9. No smoking
Smoking is not permitted within School/Directorate.

10. Safety Notice Board
Safety Notice Board is located at (location), and is maintained by (name).

11. Safety signage
Safety signs are posted and maintained by (name).

12. Manual Handling
Manual handling risk assessments are carried out by (name).

13. Slips, trips and falls
All staff should remain vigilant for hazards that could cause slip, trips and fall, and take immediate action eg clean up spills, report hazard to Estates & Buildings. Step ladders or step stools are available at (location) for access to high level storage. Supervisor should remind all staff and post-students that appropriate footwear should be worn when at work.

14. Glass
Glass for disposal is placed in (receptacle), and uplifted by (name).

15. Use of motor vehicles
Staff and students who use motor vehicles for work purposes should give a copy of their driving license to (name) annually. Staff and students who use a privately owned motor vehicle for work purposes must ensure their motor insurance includes business use. Staff and students should not use mobile phones when driving, and should complete a risk assessment for journeys greater than 100 miles. Hazardous substances must not be carried in motor vehicles unless the School/Directorate Safety Representative has been consulted, and the substance has been classified, packaged and labelled in compliance with legislation.

16. Health and Safety Induction training
All new staff and students must attend induction training carried out by (name), records kept by (name).

17. Health and safety training
Most health and safety training given to staff and post-graduate students will be provided by Head of Groups as 'on the job' training as an integral part of how to undertake the work activity.

University Safety Services organise health and safety training for School/Directorate Safety Advisory staff and School/Directorate management.

18. Monitoring health and safety standards
All staff should be on the look out for hazards at all times, and take immediate action to eliminate risk or report hazards immediately to School/Directorate Safety Representative or appropriate person. All staff should ask colleagues in the first instance to revise their work procedure if they are causing danger to themselves or other people. Persistent non-compliance with local rules should be reported to supervisor and School/Directorate Safety Representative.
Formal inspections will be carried out by (names) and (frequency). Inspection report will be written by (name).

19. Reporting health and safety concerns
Health and safety concerns should be reported in the first instance to supervisor or School/Directorate Safety Representative. If the concern cannot be resolved by these people then it should be reported to me, as the Dean/Director, and I will consult Safety Services if necessary.

Staff and students can contact Safety Services directly with urgent and serious concerns that have not been resolved by their Dean/Director.

Staff and students may wish to contact their Union Safety Representative or Employee Representative.

20. Risk Assessments
Heads of Group will complete risk assessments using forms and guidance provided by School/Directorate Safety Representative before work activity starts. All staff and students should ensure they have read and understood the risk assessments for the work they undertake, and their understanding should be recorded. Completed risk assessments are held by (name) and (location).

21. Field Work
Staff and post graduate students on fieldwork should notify (name) before they leave, during their fieldwork, and on their return so their whereabouts are known at all times and follow information given in Field Work Guidance.

22. Occupational Health
All staff and students must comply with arrangements for occupational health. They should report work related health concerns to the OH Service immediately.

23. Electrical safety
All staff and students should visually inspect electrical equipment before use, and ensure cables are routed safely. All staff and students should switch off equipment (at the socket) before leaving work. All staff should notify (name) of new electrical equipment so it can be inspected by (Name) before use, and entered onto the inventory held by (name). Portable Appliance
Testing is carried out by (name). Faults reported to (name), and repairs are carried out by (name).

24. Equipment
(Name) holds the inventory of School/Directorate equipment. All staff must notify (name) of new items of equipment purchased by the School/Directorate so that they can be entered into the School/Directorate Inventory. Maintenance of equipment is arranged by (name). All staff and students must report equipment faults to (name) immediately, and take action to prevent unsafe equipment being used (eg unplug electrical equipment, and post warning notice).

25. Statutory testing
(Name) will arrange with E&B, Safety Services or external contractor for statutory testing to be carried out. Test reports will be held in the School/Directorate by (name).

26. Display Screen Equipment
Staff and students should contact (name) to complete a risk assessment which should be updated when significant changes occur. All staff and students should organise their work so that they can take 5-10 minute breaks every hour from their workstation.

27. Personal protective equipment (PPE)
Staff should notify (name) of new PPE purchased by School/Directorate, so that it can be entered into the Inventory. PPE is stored at (location). PPE is cleaned by (name) and (frequency). PPE is checked by (name) and (frequency). Records kept by (name) and (location).

(Laboratories and workshops)

28. Flammable liquids
All staff and students should ensure minimum quantities required for daily use are stored in (location). Large volumes are stored in (location), and key to store is held by (name).

29. Highly toxic chemicals
Highly toxic chemicals are stored in (location). Inventory and key to store is held by (name).
30. Compressed gas cylinders
Full and empty gas cylinders are stored in (location), contact (name) for delivery. Regulators are checked by (name).

31. Liquid nitrogen
Bulk storage of liquid nitrogen is (Location), contact (name) for delivery. Small volumes of liquid nitrogen (less than 1l) can be used in a well ventilated space. Sample storage containers are located at (location), and are filled by (name) and (frequency). All users of liquid nitrogen must receive training from (name) and follow local rules. Liquid nitrogen must not be transported in private motor vehicles.

32. Radiation Safety
Staff and students using radioactive substances for the first time within the School/Directorate should ask Radiation Protection Supervisor (RPS) for RadPer and RadNuc forms. Staff should inform RPS of new UV equipment, microwaves and other sources of hazardous non-ionising radiation. An inventory of equipment is held by (name). Staff should inform Laser Safety Officer of new lasers brought into School/Directorate. An inventory of lasers is held by Laser Safety Officer.

33. Cleaning hazardous areas
Hazardous areas are cleaned by (name) at (frequency).

34. Hazardous waste
Waste to be autoclaved is taken to (location) by (name) on a (frequency). Clinical waste is taken to (location) by (name) on a (frequency) for uplift by Safety Services. Radiological waste is taken to (location) by (name) on a (frequency) for uplift by Safety Services. Chemical waste is taken to (location) by (name) on a (frequency) for uplift by Safety Services. Photographic waste is taken to (location) by (name) on a (frequency) for uplift by Safety Services.