



Queen Mary  
University of London

Occupational Health & Safety Directorate

# Health and Safety Guide For Managers

(Ref: QM\_OHSD\_GA003)

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## 1.0 Definitions

For the purpose of this guidance note, the term 'Manager' is used to describe all Executive Deans, Head of Schools and Directors of Institutes and (Departments) or anyone that has control and responsibility for work areas or projects in the College.

In addition to the term 'Department' is used to describe all Academic Schools, Institutes and Professional Services Departments.

## 2.0 Statement of Intent

The statement of intent of Queen Mary, University of London is to provide and maintain safe and healthy working conditions, equipment and systems of work for its employee's students and visitors and provide such information, training and supervision as they need for this purpose. Consequently, sufficient money, time and resources need to be allocated to ensure that Colleges legal obligations are met.

Queen Mary shall meet all legal requirements under health and safety legislation, (primarily the Health and Safety at Work etc Act 1974) and accept responsibility for the health, safety and welfare of both College and other people who may be affected by our activities.

Queen Mary shall manage health and safety by:-

- providing adequate control of the health and safety risks arising from our work activities (through full risk assessment and risk analysis);
- consulting with College employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe storage, handling, transport and use of substances and work articles;
- providing information, instruction and supervision for College employees, students and visitors at all levels;
- ensuring that all employees are competent to do their work,
- providing all employees with adequate training;
- maintaining safe and healthy working conditions;
- continually monitoring health and safety performance and standards (through inspection and auditing);



## Standard

- ensuring that effective emergency procedures and health and safety business continuity planning are in place and effective;
- ensuring full co-operation and co-ordination with external bodies where necessary, such as the emergency services and other employers who may share facilities and accommodation with the College;
- Regularly reviewing and revising this standard as necessary.

Queen Mary will also take into account the health and safety of others who may be affected by what it does. Such people will include volunteers, visitors, contractors and members of the public.

### 3.0 Review of this Guidance

This guidance will be reviewed annually by the Director of Health and Safety, at which time all necessary changes in accordance with both legal developments and staff issues will be made. Following such review, the guidance will be signed and immediately reissued to all Queen Mary staff.

## Additional Guidance

### 4.0 Managers Responsibilities with Queen Mary

Managers are directly responsible for the health and safety of their own people and for ensuring that anyone else, including, visitors and contractors are not endangered by the work of Queen Mary.

In addition to their health and safety responsibilities as individuals within Queen Mary (below), Managers have specific duties which include to:

- Ensure that their people are adequately trained to carry out their work in a safe and healthy way.
- Ensure that their people have the correct equipment, materials and facilities to carry out their job.
- Obtain and pass on appropriate health and safety information and instruction.
- Ensure that their people follow safe work practices.
- Identify possible hazards in the workplace, carry out risk assessment and ensure that suitable corrective action is taken where deficiencies are identified.
- Carry out safety monitoring checks.



- Ensure that when required their people have and correctly use appropriate personal protective equipment.
- Ensure that all accidents are reported promptly and investigated thoroughly.
- Ensure that contractors are made aware of health and safety requirements required by Queen Mary.
- Ensure that all accidents and incidents are reported through the correct channels

## 5.0 Manager Responsibilities as Queen Mary Individuals

All people working on behalf of Queen Mary must:

- Take reasonable care for their own health and safety at work and that of others that may be affected by their work.
- Follow all health and safety measures put in place by Queen Mary (such as not eating in areas where eating is expressly forbidden and not smoking on any parts of the College Campus) and those of any other company on whose premises we might be working.
- Not misuse or interfere with anything that has been provided in the interests of health and safety (such as misusing fire fighting or first aid equipment or obstructing fire escapes).
- Immediately report anything which might present a danger to either themselves or anybody else.

The health and safety management of work activities is delegated to Managers. Managers are the key to making sure their work areas run well, comply with current legislation and do not cause illness or injury. They are likely to know more about the work they manage than anyone else, and should understand all of the risks involved.

They are usually seen as the people that Queen Mary can turn to for complete information (including health and safety information) about an activity. However, ultimate responsibility for ensuring Managers carry out their responsibilities remains with the Principal of Queen Mary.

All Queen Mary Managers have duties under health and safety legislation. As employees, they must take reasonable care for their own safety, and for that of anyone who might be affected by their activities at work. They must also co-operate with Queen Mary to help comply with its legal duties. They carry a good deal of responsibility for making sure that all work activities under their direction do not jeopardise the Colleges ability to comply with the law.



Good safety management and good work needs good preparation, and this includes thinking about health and safety. Managers need to understand what the Queen Mary health and safety policy, safety standards and any associated rules and guidance notes say. It is essential that they comply with the requirements of these policies, and attend any training required by Queen Mary that is necessary to help them understand their responsibilities.

Managers have an essential part to play in assessing the risks of their work, and ensuring their people do likewise. The significant findings of these assessments must be recorded. Before defining a system of work or agreeing to explore new areas and ideas they will need to consider how the new work might affect peoples' health and safety. By establishing safe systems of work and implementing an effective safety management plan, Managers can do their part to help prevent ill health and accidents occurring.

The Queen Mary Director of Health and Safety and any other appointed health and safety personnel will be able to advise further on relevant legal requirements.

For more detailed information on the Queen Mary Safety Policy and the responsibilities of staff at all levels please refer to health and safety framework document (2011 version) which is downloadable from the Health and Safety intranet site. <http://qm-web.safety.qmul.ac.uk/>

## 6.0 Health and Safety Regulations

There are very few absolute prohibitions in health and safety law. Modern legislation is goal setting rather than prescriptive and is unlikely to restrict the nature of any Queen Mary activities, although it will require Managers to work in a way that ensures the risks are properly assessed and controlled.

The key legislation governing health and safety in the workplace is the 'Health and Safety at Work Etc. Act 1974' (HASAWA) which sets out the responsibilities of the Employer and the Employees, all of which are listed above in the 'Managers Responsibilities' section.

Supporting the HASAWA, is an entire raft of health and safety legislation, covering general health and safety management as well as specific topics such as 'Manual Handling' or working with 'Substances Hazardous To Health'. Summaries of the key regulations applicable to work at Queen Mary can be found in Appendix 1 of this document, with further more detailed information being available from the Queen Mary Health and Safety Department. (Intranet or from the Health and Safety Advisors).



## 7.0 Health and Safety Management Plan

Managers within Queen Mary will be responsible for ensuring the implementation, management, improvement and continuous review of their own 'Health and Safety Management Plan'. An overview of what Managers need to consider in their plans is shown below.

The 'Health and Safety Management Plan' consists of four distinct stages:-

- Planning
- Implementing
- Monitoring
- Reviewing

### 7.1 Planning

- Develop a process for identifying and understanding legislative and regulatory requirements that relate to the work area and include procedures for updating when Queen Mary or legislative requirements change
- Develop a robust framework for hazard identification, risk assessment and risk control – this forms the basis for the whole management plan
- Establish health and safety objectives and targets within the work area to ensure the Queen Mary health and safety policy and standards are achieved (the must be **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**ime bound)
- Build objectives and targets into school, institutes and department management plans (plan that defines what will be done, who will do what and by when)

### 7.2 Implementation

- Define the roles, responsibilities and authorities of staff from within the work area with regard to health and safety
- Ensure appropriate training is provided to make sure people are competent to carry out the roles and task assigned to them
- Ensure there is effective internal and external communication
- Describe how the management system is structured and develop the necessary H&S processes and procedures



- Ensure that school/institute or department health and safety documentation is controlled so that only current versions are in use
- Ensure that risk control measures are properly managed, including the development of appropriate procedures and the maintenance of all necessary health and safety records (e.g. risk assessments, standard operating procedures)
- Establish, maintain and test a process for dealing with emergency situations within the work area

### 7.3 Monitoring

- Develop and implement a process for monitoring and measuring health and safety performance within the work area – this will provide a mechanisms to determine progress towards achieving the departments health and safety objectives
- Develop and implement procedures for handling and investigating accidents, incidents and non-conformance within the work area in order to eliminate the actual or potential cause

### 7.4 Review

- Management will need to ensure periodically that their health and safety management system continues to be suitable and effective. This will include;
  - a review of performance against the department health and safety objectives (as well as those set by the Queen Mary as a whole)
  - consideration of future changes of the activities and business of the department or work area
  - the future health and safety management programme

## 8.0 Hazard Identification and Risk Assessment

### 8.1 Hazard identification

The first step in any assessment of risk is to identify the hazards present in the work area of from the work tasks. Hazards will be present regardless of the facilities available or the level of experience of the workers. Hazards may be related to the workplace where the work is going to be done, the nature of the work involved, or the working practices used. Most injuries at work result from everyday hazards such as those leading to slips, trips and falls, or those resulting from manual handling. But there may be other hazards that are specific to the project, such as the use of electrical equipment or work with flammable and hazardous substances.



The following, not necessarily comprehensive, list gives Managers some idea of the possible problem areas that maybe encountered within their departments or as a result of their activities.

- electricity
- falling objects
- fire and explosion
- ionising radiations
- manual handling
- noise
- non-ionising radiation
- personal safety and violence, including lone working
- pressure systems
- slips, trips and falls
- substances hazardous to health
- transport of dangerous substances
- work equipment
- working environment
- work-related upper limb disorders, e.g. from use of computers

Not all the above will present significant hazards in all situations. The purpose of a risk assessment is not to catalogue every potential hazard, rather, consider what could be expected to cause harm given reasonably foreseeable events and behaviour.

Managers need to ensure that their risk assessments concentrate on significant hazards which could result in serious harm or affect several people.

## 8.2 Risk Assessment

As stated above, risk assessment is a critical management tool for establishing the basis of any health and management system. Anyone who manages or supervises staff should be aware of their responsibility to carry out risk assessments on all work place activities.



Virtually all health and safety regulations place a duty on the employer carry out 'suitable and sufficient' assessments of workplace risks. The purpose of such assessments is to enable the employer to identify any actions required to remove or reduce the risks and any actions necessary to comply with relevant statutory provisions.

Managers need to ensure that risk assessments are carried out by competent people from within their team (with reference to the Health and Safety department as necessary). At the end of the process those carrying out the assessment should understand how they or others might be hurt as a result of the project, and whether the proposed method and equipment do control the risk. The task of actually carrying out the risk assessment may be delegated to a senior member of staff, but the Manager still carries the responsibility to ensure that they have been done, and are of a satisfactory standard. Managers will need to take responsibility for all the assessments associated with their departments and work areas.

The process of risk assessment might involve the consideration of less well-known hazards, particularly when new processes are being undertaken or new materials being investigated. Managers and their teams are possibly the only people who know the work well enough to make valid judgements about risk, and should be prepared to justify their conclusions.

Initial risk assessment should be done before work starts, so it makes sense to think about this when planning and preparing for the task itself. Resources and facilities must be adequate to provide any necessary safeguards before any commitment to the task can be made, and the risk assessment will help ensure this.

The assessment should also consider the skills and experience of the team members. This may not be possible at the outset, as some team members may not have been recruited, but these factors must be taken into account, and the risk assessment revised, if necessary, at the earliest opportunity.

### 8.3 Risk judgement

When the significant hazards associated with a work activity have been identified, a judgement must be made about the risk they each present, i.e. how likely are they to cause harm? This will allow decisions to be made about reasonably practicable ways of minimising the risk. This process is necessary even when the workers are considered to be very experienced.

How likely is it that any particular hazard will cause harm? Managers will need to ensure that consideration is given to everyone whose health and safety might be affected by the work; this could include contractors and other visitors. Some of the people may be more vulnerable to hazards than others, such as new and expectant



mothers or any young persons (under the age of 18) that may be involved.

Defining how any harm might be caused will help to identify how risk is to be controlled. Managers should ensure that useful questions are asked and considered during this process such as:

- What could go wrong?
- Where is there likely to be a problem?
- Who might be hurt?
- Why might it happen?
- When could it happen?
- How could all this be avoided?

If Managers are unsure, then decisions about the level of risk can be made easier by consulting other competent people, such as the Queen Mary Health and Safety Department and possibly external experts. The assessment process allows people to make decisions about what needs to be done to reduce the risk so far as is reasonably practicable. So it is important that when carrying out the assessment, Managers ensure that “informed” common sense is used.

This will ensure the use of appropriate control measures which do not inhibit the work unnecessarily.

#### 8.4 Risk assessment records

Managers need to ensure that the significant findings of risk assessments must be recorded in all cases using the current College resources and pro-forma's. It is important that the records show that the aspects of a work activity that could cause ill health or injury have been identified. They should also clearly show what measures are being taken to eliminate or control the risks.

Managers must ensure that the information about the risks and how to control them must be shared with everyone working on the project, and all employees who might be affected by the work. Where people who are not employees are affected by the project they will also need information about health and safety precautions.

#### 8.5 Risk control

Managers must take all reasonably practicable steps to make sure people will not be hurt or made ill by their work activities. There is a useful hierarchy of control measures that can help to identify the best way to minimise risks:



- getting rid of specific hazards completely is the best strategy;
- substituting a less dangerous alternative (activity, substance or piece of equipment);
- removing or controlling hazards in a way that will protect everyone;
- controlling hazards by safe working procedures;
- use personal protective for individuals - this is always the last resort.

For more information on risk assessment, evaluation and control, please see the Queen Mary Standard and Procedure on risk assessment or contact the Queen Mary Health and Safety Department.

## 9.0 Training and Competence

Health and safety training has been required for many years for specific risks identified in legislation prior to the introduction of the HSWA. However, the HSWA introduced the requirement for more general training. Since 1974, health and safety legislation has embraced a wide range of activities and the majority of this legislation contains requirements for health and safety training.

By failing to train employees with regard to health and safety matters, Queen Mary commits an offence and can be prosecuted for breach of the HSWA s.2(2)(c) for which the maximum penalty on summary conviction is £20,000 or, on conviction on indictment, an unlimited fine.

A similar offence may lead to prosecution under regulation 11 of the Management of Health and Safety at Work Regulations 1999 (HSW1999) or prosecution for lack of training required by a specific set of regulations (e.g. the Manual Handling Operations Regulations 1992)

Following an accident or ill health at work, and any subsequent civil action, Queen Mary if found negligent may have to pay compensation for injury to employees where the lack of training materially contributed to the injury or ill-health.

Under the Colleges Health and Safety Policy and organisational framework, the responsibility for health and safety training within Queen Mary lies with the designated Manager.

The Manager must ensure that their staff and visitors are provided with the information, instruction, training and supervision required to achieve a level of competence necessary to work in a safe and healthy manner. They must also ensure that:-



- Situations with the potential to cause harm are recognised
- Effective preventative and protective actions are designed and implemented
- Adherence to statutory and Queen Mary requirements and standards
- Adherence to agreed systems of work takes place
- Effective communication with staff and senior management is facilitated
- Effective supervision of staff and activities is in place
- Selection of suitable staff for tasks is facilitated
- Identification of areas of weakness in the health and safety plan is performed
- Awareness of when and how to obtain further advice and assistance is facilitated
- Awareness of their own limitations in experience and knowledge is highlighted

Delegation of day-to-day task for staff training and supervision may be carried out from the Manager, down to his/her senior staff but the overall responsibility remains that of the manager.

Any member of staff who carries responsibility for the management and direction of the work of others is responsible for ensuring that they are fully trained and competent to do the tasks they are being asked.

As a result of appropriate health and safety training Managers should ensure that staff are aware of :-

- Their own responsibilities and limitations
- Relevant local arrangements and rules
- Safe working practices
- Hazard identification and avoidance procedures
- How to report problems

Managers need to ensure that 'First Day' health and safety training is provided to all new members of their teams. Such training should cover information on the following (not an exhaustive list):



- Emergency exits in the work area
- Nearest alarm call points
- Nearest fire extinguishers and other emergency equipment
- Muster point once evacuated
- Sounds of alarms
- Site emergency telephone numbers
- Location of nearest first aid box and list of first aiders

### 9.1 Competency

The level of competence required by an individual should be directly related to the risk of the tasks being carried out. A number of elements contribute to that competency, training is one of them, appropriate selection and experience are also important. Where necessary limitations should be placed on individuals work activities until any defined competencies are achieved.

The first step in ascertaining competence is for the Manager to identify the limitations of an individuals experience and abilities and to recognise when and where additional assistance is required.

The performance of those who are being trained for competence and those who are defined as competent should regularly be monitored and assessed by the Manager to ensure that the required standards are being achieved and maintained.

Some activities involving exposure to particularly hazardous environments or materials require specialised technical knowledge and training.

Competence may be partly demonstrated by the possession of a qualification. However the possession of a qualification does not of itself prove competency. Thus the Manager needs to ensure that training which is relevant specifically to departmental activities and hazards may be required.

Further advice is available from the College Health and Safety Department

### 10.0 Accident Reporting and First Aid

It is the College policy that all accidents, dangerous occurrences or near misses, regardless of whether or not they result in injury or how minor, are reported and recorded in the relevant format. (It is a legal requirement that accident records are kept for 3 years)



Some accidents will require further investigation so keeping accurate records will assist in establishing the main and contributory causes as well as any measures required to prevent recurrence.

Under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 certain types of accident must be reported, by the College, to the enforcing authority. It is therefore essential that Managers ensure that all accidents / incidents are reported in the correct manner as soon as possible.

## 11.0 Record keeping

Manager should ensure that the following records are kept within their departments, and are easily accessible

- Copy of the Queen Mary Health and Safety Policy Statement and supporting documentation
- Copies of **all** risk assessments made for the work being carried out
- Copies of staff health and safety training records
- Copies of all control measure test certificates (i.e. test certificates for fume cupboards, demonstration equipment etc.)
- Copies of all equipment maintenance and test records (i.e. centrifuges, autoclaves, guillotines)
- Other statutory documentation as advised by the Queen Mary Health and Safety Department

## 12.0 New and Expectant Mothers and Young Persons

### 12.1 New and expectant mothers

Employers are required to take particular account of the risks to new and expectant mothers in their work activities (MHSW Regs 1999) Under these regulations 'new and expectant mothers' is used to describe pregnant women, women who have just given birth and women who are breast feeding.

New and expectant mothers have a duty to protect themselves. Staff who are, or believe they are pregnant must notify their employer (the line manager in writing as soon as the pregnancy is confirmed. Once notification has been made to the Department in consultation with the Health and Safety Directorate, the manager needs to ensure that a specific risk assessment is made and forwarded to the Health and Safety Directorate.



The assessment should examine the working environment and the work activities carried out to determine whether there are any risks present and what action is required if any to remove or reduce these risks. If risks cannot be avoided then the Manager must consider changes to the work pattern or duties. Where none of these options are available the issue should be referred to the Head of Department and/or Executive Dean for that Faculty.

## 12.2

### Young persons

Also under the MHSW regulations, the Manager needs to ensure that an assessment of risk is carried out before anyone below the age of 18 commences training or employment within Queen Mary premises this includes work experience and placement students.

Young people are seen to be particularly at risk because of their possible lack of awareness of existing or potential hazards, their immaturity and inexperience. Therefore work should only be undertaken as part of training where young people are properly supervised and risks are properly controlled.



## Appendix 1

### Summaries of Health and Safety Legislation Applicable To Work at Queen Mary, University of London

#### Health and Safety at Work etc Act 1974

The Health and Safety at Work etc Act 1974 (the Act) is the primary legislation governing health, safety and welfare at work.

**Section 2** of the Act makes it the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees. This includes: provision and maintenance of plant and systems of work that are safe and without risk; and information, instruction and training.

**Section 3** extends this duty so that employers must also ensure, so far as is reasonably practicable, the health and safety of non-employees affected by the work activities.

**Section 7** makes it the duty of every employee while at work to take reasonable care for their own health and safety and of other persons who may be affected by their acts or omissions at work. Employees are also required to co-operate with their employer as regards any duty or requirement imposed by health and safety legislation.

**Section 8** makes it the duty of everyone not to interfere with, or misuse, anything provided in the interests of health, safety or welfare.

**Section 9** states that no employer can charge an employee for anything done or provided in accordance with health and safety legislation.

The Act and its associated Regulations are enforced by Inspectors from the Health and Safety Executive.

Inspectors have powers of entry and can take photographs, seize items, take samples, and take witness statements. Inspectors can also serve Improvement and Prohibition Notices and can prosecute companies and individuals.

#### Management of Health and Safety at Work Regulations 1999

These regulations are aimed at improving health and safety management and emphasise the need to develop a safety culture where the management of health and safety is fully integrated within the organisation.



### Employer's key duties

Employers are required to: assess the risk to health and safety of employees and to anyone else who may be affected by the work activity; make arrangements for putting into practice the preventive and protective measures that follow from the risk assessment; appoint competent persons to provide health and safety assistance; and, co-operate and co-ordinate with other employers where they share premises or workplaces.

### Employees' key duties

Employees are required to: make full and proper use of any arrangements established by the employer for health and safety at work; and, report to the employer details of any work situation which might represent a serious or imminent danger.

### Main requirements of the regulations

**Risk assessments** should be carried out to identify hazards and evaluate the risks arising from them in order to establish the necessary control measures to ensure health and safety. In assessing the risks consideration should be given to all those who may be affected, including visitors and contractors. The significant findings of the assessment should be recorded. In deciding upon the measures to be taken, wherever possible the risk should be avoided altogether. Where this is not possible, the risk should be dealt with at source, prioritising measures which protect the whole workforce. Assessments should be revised if changes take place that suggest they are no longer valid. Control measures should be regularly reviewed for effectiveness as part of good health and safety management.

In carrying out risk assessments the employer should follow the General Principles of Prevention, which are to:

- avoid risks;
- evaluate the risks which cannot be avoided;
- combat the risks at source;
- adapt the work to the individual;
- adapt to technical progress;
- replace the dangerous by the non-dangerous;
- develop a coherent overall prevention policy;
- give collective protective measures priority; and,
- give appropriate instructions.

**Competent persons** should be appointed to provide health and safety assistance. (College Health and Safety Department). They must have adequate time and resources to carry out their functions. The



appointment of competent persons does not remove employers' legal responsibilities.

**Emergency procedures** should be established. An emergency plan should be drawn up in consultation with appropriate bodies, e.g. the emergency services, on-site security personnel. As a minimum, it should cover fire and loss of electrical power.

All employers need to **co-ordinate** their activities to ensure that temporary workers whether on fixed or short-term contracts are provided with essential information concerning the workplace and in particular any risks to their health and safety. Employers must also ensure that basic induction **training** is given and following changes of duties, equipment, work processes etc. Training should include emergency procedures, reporting procedures, risks in the work and the precautions needed.

Training will need to be repeated periodically to ensure continued competence. Health and safety **information** should be provided to contractors' staff where necessary.

### **Workplace (Health, Safety and Welfare) Regulations 1992**

These regulations establish a consistent set of workplace standards across all industries.

#### **Employers' key duties**

Employers and others in control of workplaces are required to comply with a set of minimum health, safety and welfare requirements covering provision and maintenance of workplaces, which meet minimum standards on: ventilation; temperature in indoor workplaces; lighting (including emergency lighting); cleaning and decoration; room dimensions and space; suitability of workstations; falls from heights and falling objects; glazing, windows and skylights; safe passage of pedestrians and vehicles; glazed doors and partitions; doors, gates and escalators; floors; sanitary conveniences; drinking water; seating; clothing storage; facilities for washing, changing and eating; rest area (and in separate rest areas and rest rooms non-smokers should be protected from tobacco smoke); rest facilities for pregnant women and nursing mothers.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require certain injuries, dangerous occurrences and diseases arising out of or in connection with work to be notified to the enforcing authority.

Fatal and major injuries to employees, students or other non-employees should be reported immediately by telephone and confirmed in writing. Other injuries to employees which involve an



absence from work or incapacity for normal work for more than three days should be reported within ten days. Reportable major injuries include acute illness requiring medical treatment which has resulted from exposure to a biological agent or its toxins or infected material.

Cases of occupational ill health arising from work are also reportable.

Although not specifically required by RIDDOR, details of all, even minor, injuries at work and near misses should be recorded, with details of the immediate cause of the injury and of the action taken.

### **Health and Safety (Display Screen Equipment) Regulations 2002**

The Health and Safety (Display Screen Equipment) Regulations 2002 were introduced with the aim of preventing ill-health to people who habitually use display screen equipment as part of their normal work (described as 'users').

Under these Regulations employers are required to:

- Carry out a suitable and sufficient assessment of workstations provided for work activity.
- Ensure that workstations meet the minimum requirement laid down in the Regulations.
- Ensure that employees have adequate breaks and changes in work routine
- Provide users on request with an appropriate eye and eyesight test
- Provide adequate health and safety training in the use of any workstation
- Ensure that operators and users are provided with adequate information on health and safety with regard to the use of any workstation on which they are required to work

### **The Regulatory Reform (Fire Safety) Order 2005**

Employees must take reasonable care for the safety of themselves and of other relevant persons who may be affected by their acts at work, informing the employer or any other employee with specific responsibility for the safety of his fellow employees.

The purpose of the Regulatory Reform (Fire Safety) Order 2005 is to protect people from the risk of fire. It requires that:



## Appendix

- a full adequate and appropriate risk assessment is carried out for the premises;
- escape routes are maintained clear of obstruction and properly signposted;
- fire doors are maintained effectively self-closing and kept closed except when people trespassing through them;
- exits should be unlocked or secured so that they can be easily opened from the inside whenever people are present;
- the route beyond the fire exits should be unobstructed to allow escape to a place of safety;
- the means of fighting fire with which the premises are provided are maintained in efficient working order;
- any persons employed to work in the premises receive instruction or training in what to do in case of fire.

### Employers' key duties

It is the Employers duty to make sure the workplace is safe by appointing a “responsible person” to carry out fire risk assessment relating to any premises and then act on the findings in order to minimise the risk to people by fire. Fire Protection Officers will audit the fire risk assessments and associated documentation.

### The Health and Safety (First Aid) Regulations 1981

Code of Practice:-  
First Aid at Work. (Including 1997 amendment)

These regulations place a general duty on employers to make, or ensure that there is made, adequate first-aid provisions for their employees if they are injured or become ill at work. Employers must also inform their employees of the first-aid provisions made for them.

### Health and Safety (Safety Signs and Signals) Regulations 1996

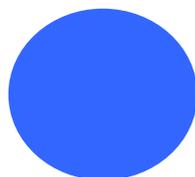
These regulations require employers to provide specific safety signs when ever there is a risk that has not been avoided or controlled by other means, e.g. by engineering controls and safe systems of work. The safety signs used need to comply with the requirements of British Standard BS 5378 Safety signs and colours; this includes the use of standard pictograms, supplemented by wording as appropriate; and following the colour scheme of:



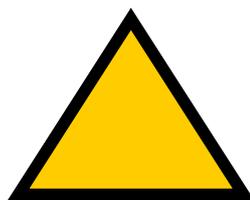
Red for prohibition - e.g. No unauthorised entry;



Blue for mandatory - e.g. wear protective eyewear;



Yellow for caution - e.g. laser hazard; and,



Green for safe condition - e.g. first-aid box.



Employers are required to maintain the signs they provide and to explain unfamiliar signs to their employees and tell them what to do when they see a safety sign.

### **The Health and Safety (Training for Employment) Regulations 1990**

These regulations give to those who are provided with 'relevant training' the same protection and duties as employees under the relevant statutory provisions of the Health and Safety etc. Act 1974. Such training includes work experience as part of a training course or training for employment, except where the work experience or training is provided directly by an educational establishment or is received under a contract of employment

### **The Health and Safety Information for Employees Regulations 1989**

These regulations require employers to provide each employee with essential basic information about the obligation of employers and employees relating to health, safety and welfare of people at work. This information must be provided in the form approved by the Health and Safety Executive (HSE), either as a poster displayed at the workplace or as a leaflet given to each employee.



## **The Safety Representatives and Safety Committees Regulations 1977**

If an employer recognises a trade union and that trade union has appointed, or is about to appoint, safety representatives under the regulations, then the employer must consult those safety representatives on matters affecting the group or groups of employees they represent. Members of these groups of employees may include people who are not members of that trade union.

Under the SRSCR 1977 the roles of trade union safety representatives are:

- to investigate possible dangers at work, the causes of accidents there and general complaints by employees on health and safety and welfare issues and to take these matters up with the employer;
- to carry out inspections of the workplace particularly following accidents, diseases or other events;
- to represent employees in discussions with health and safety inspectors and to receive information from those inspectors; and

The employer must set up a safety committee if two or more trade union safety representatives ask for one.

## **The Health and Safety (Consultation with Employees) Regulations 1996**

Under the Health and Safety (Consultation with Employees) Regulations 1996 employers have a duty to consult with employees (not covered by recognised trade unions) with regard to the introduction of any measures which may substantially affect their health and safety.

This will include the employer's arrangements for appointing or nominating safety representatives; the provision of health and safety information; the planning and organisation of any health and safety training and the health and safety consequences to employees from the introduction of new technologies in the workplace.

## **Environmental Protection Act 1990**

The Act makes provisions for the improved control of pollution arising from certain industrial and other processes. It contains a wide variety of provisions but those most relevant to the Queen Mary concern the use of genetically modified organisms and amend the Radioactive Substances Act 1960.

The Act make provisions for general controls on the importation, acquisition, keeping, release or marketing of organisms, including



requirements for risk assessment and notification. In addition, there are provisions for the appointment of inspectors and their powers and for fees payable in respect of applications for consents.

The amendments to the Radioactive Substances Act 1960 concern the appointment of inspectors, their powers and fees payable for registrations under the Act.

### Manual Handling Operations Regulations 1992

These regulations apply to any manual handling operations which may cause injury at work.

Such operations include not only the lifting of loads, but also lowering, pushing, pulling, carrying or moving them, whether by hand or other bodily force.

#### Employers' key duties

Employers are required to:

- avoid hazardous manual handling operations so far as is reasonably practicable;
- assess those which cannot be avoided;
- reduce risk of injury so far as is reasonably practicable; and,
- give employees general indications and, if reasonably practicable, precise information on the weight of each load.

#### Employees' key duties

Employees must make full and proper use of any system of work provided.

#### General comments

All manual handling activities involving a risk of injury should be assessed and appropriate steps taken to remove or reduce the risk. Where necessary, safe means of access to heights should be provided that allow for the task in hand to be carried out, e.g. specialised step ladders with large platforms. Wherever possible, heavy or bulky loads should be handled using trolleys or other mechanical aids.

Alternatively, some loads can be made more manageable by splitting into smaller parts for transport. Unstable items such as gas cylinders should be well secured. Training should be given in safe manual handling techniques and in how to use any mechanical lifting or transporting aids provided.



## Provision and Use of Work Equipment Regulations 1998

These regulations are aimed at safeguarding the health and safety of employees from hazards arising from the provision and use of work equipment. They contain general requirements covering all hazards and specific minimum requirements on selected hazards.

### Employer's key duties

The employer must ensure that: work equipment is suitable for the purpose for which it is provided, and is properly maintained; information, instruction and training is given in the safe use and maintenance of equipment and what to do if things go wrong; there is suitable guarding for mechanical hazards; there is protection against rupture or disintegration; there is protection against burns and scalds from hot or cold equipment or its products; there are control devices which are visible, identifiable, marked and located outside danger zones and that control systems are safe; work equipment is stabilised, by clamping or other means, and that sufficient lighting is provided when the work equipment is used; where there are health and safety hazards, work equipment is marked clearly and incorporates warnings.

## Electricity at Work Regulations 1989

These regulations require precautions to be taken against the risk of death or personal injury from the use of electricity in work activities.

Regulation 6 of the Electricity at Work Regulations requires that electrical equipment which may be exposed to adverse conditions should be of such construction or so protected as to prevent the danger that may arise from such exposure.

The arrangements for inspection and testing of electrical equipment by a competent person should include reliable defect reporting and record keeping systems. Maintenance or repair should only be undertaken by a competent person.

## Control of Substances Hazardous to Health Regulations 2002

These regulations provide a legal framework to help protect people in the workplace against health risks from hazardous substances. They require employers to assess the risks to health when work is liable to expose anybody to a substance hazardous to health. Employers must also comply with the other requirements of the Regulations as regards preventing or controlling exposure; examining, testing and maintaining the control measures; monitoring exposure; providing health surveillance; and information, instruction and training.

### Main requirements of the regulations

The **risk assessment** needs to consider what substances are hazardous to health; how are they hazardous; and, what measures are required to prevent or control exposure. The assessment, which needs



to be recorded and readily available, will be regarded as suitable and sufficient if the detail and expertise with which it is carried out are commensurate with the nature and degree of risk arising from the work, as well as the complexity and variability of the process.

In the Regulations a substance hazardous to health is defined as: a carcinogen; a substance listed in Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP) or under successor Regulations (see below) as very toxic, toxic, harmful, corrosive or irritant; a substance with a Work Exposure Limit (WEL); a biological agent; dust of any kind when present at a substantial concentration in the air; any other substance which creates a comparable hazard to health to any of the above.

Substances can be hazardous to health through: inhalation; ingestion; absorption through the skin or eyes; or, injection; and can cause: acute or chronic illness (including cancer); disease; sensitisation; or, allergic reaction.

The best method of control is to eliminate the hazardous substance or replace it with one that is less hazardous. If this cannot be achieved then engineering controls, administrative controls, or personal protective equipment (PPE) must be used to reduce the risk. The use of PPE is only a permissible approach if it is not reasonably practicable to achieve adequate control by other means alone or in combination. Sometimes adequate control can only be achieved through a combination of all or some of these methods. Engineering controls include: total enclosure (glove box); partial enclosure (fume cupboard); Local Exhaust Ventilation; and, general ventilation. Control measures need to be checked regularly to ensure they are being properly used, and they need to be maintained in an efficient state, in effective working order and in good repair. One of the most important administrative controls is Good Laboratory Practice based upon: no eating, drinking, smoking, chewing, application of cosmetics, taking of medication; wearing suitable protective clothing; good personal hygiene; clearing up spillages promptly; and, knowing the appropriate emergency procedures.

The risk assessment needs to cover emergency procedures including: the means for dealing with leaks, spills or uncontrolled releases; safe disposal of substances and contaminated materials; and the provision of sufficient suitable personal protective equipment.

**Atmospheric sampling** may be required to: monitor failure of control measures; ensure the Workplace Exposure Limit (WEL) is not exceeded; and, check on control measures.

**Health surveillance** may be required to: protect the health of individuals by detection of adverse effects at early stages; evaluate the effectiveness of control measures; detect and evaluate hazards to health; and, assess immunological status.



**Information, Instruction, and Training** are needed on: the nature and degree of risks to health; how to use control measures; the reasons for personal protective equipment; monitoring procedures; the role of health surveillance; and, emergency procedures.

### **The Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 / Classification, Labelling and Packaging Regulations**

Following international agreement on a Globally Harmonised System on the classification and labelling of chemicals ('GHS'), countries were invited to adopt the GHS criteria into national legislation. European Union (EU), Member States asked the European Commission to prepare a proposal for a Regulation which would adopt the UN GHS criteria in all EU Member States. The European Commission proposed the Regulation on Classification, Labelling and Packaging of Substances and Mixtures (Known as the CLP Regulation). The Regulation applies to the classification of substances (single chemicals) from 1 December 2010 and to the classification of mixtures (formally termed 'preparations') from 1 June 2015

The aim of the GHS is to have, worldwide, the same:

- criteria for classifying chemicals according to their health, environmental and physical hazards; and
- hazard communication requirements for labelling and safety data sheets.

Under the regulation transition period of 1 Dec 2010 – 1 June 2015, suppliers of single chemicals must clarify substances according to both CHIP (old regulation) and CLP. They must label and package accordingly to CLP. Suppliers must classify, label and package mixtures according to CLP from 1 June 2015.

This pictogram refers to less serious health hazards such as skin irritancy/sensitisation and applies to many circumstances where the CHIP symbol is applied.



This pictogram refers to less serious health hazards such as skin irritancy/sensitisation and applies to many circumstances where the CHIP symbol is applied.



Chip Symbol



This pictogram reflects serious longer term health hazards such as carcinogenicity and respiratory sensitisation



This pictogram means 'Contains gas under pressure'

### **Genetically Modified Organisms (Contained Use) Regulations 2000**

These regulations are intended to protect people's health and the environment from risks associated with the contained use of genetically modified organisms. There are separate regulations dealing with organisms that are deliberately released into the environment. Contained use is defined as any operation in which organisms are genetically modified or in which genetically modified organisms are cultured, stored, used, transported, destroyed or disposed of, and where physical barriers are used to limit their contact with the general population and the environment.

The regulations apply to anybody carrying out contained use work, whether the person concerned is an employer, a self-employed person or someone who is not employed, such as a student.

Any person carrying out contained use work is required to: carry out an assessment of the risks to human health and to the environment and keep records; establish a local genetic modification safety committee to advise on risk assessments; classify all operations and organisms used, according to the scheme set out in the regulations; notify the HSE of the intention to use the premises, individual activities carried out on the premises, and in certain cases seek consent prior to starting work; adopt controls, including suitable containment measures; and, draw up emergency plans.

The Health and Safety Commission publish detailed guidance on requirements for work involving genetically modified organisms through the Scientific Advisory Committee on Genetic Modification.

### **Ionising Radiation Regulations 1999**

Workers may be exposed to ionising radiation from particular types of equipment or from the use of isotopes. All work of this nature is regulated by the Ionising Radiation Regulations 1999 and some will also fall under the Radioactive Substances Act 1993 / Environmental Permitting Regulations 2010



Where work with ionising radiation is to be carried out, careful reference should be made to the Regulations and associated Approved Code of Practice to determine whether parts of the facility should be designated as 'controlled' or 'supervised' areas. The employer will have appointed a Radiation Protection Adviser (RPA) under the Regulations and this person should be consulted.

Local Rules and risk assessments for work with ionising radiation must be drawn up and brought to the attention of employees and others who might be affected. The RPA should be involved in drawing up procedures for the use of ionising radiation and the controlled disposal of radioactive materials, and in monitoring those procedures. Radiation Protection Supervisors are appointed to ensure compliance with the Local Rules. Disposal of radioactive waste should be only by authorised routes.

### **Environmental Permitting Regulation 2010 / Radioactive Substance Act 1993**

This act requires that all keepers and users of radioactive substances must be registered and prohibits unauthorised accumulation and disposal of radioactive waste.

### **Personal Protective Equipment Regulations 1992**

These regulations cover equipment and clothing worn or held by people at work to protect them against risks to their health and safety. They set out requirements for assessing, selecting, providing, maintaining and using personal protective equipment (PPE). PPE should always be regarded as a last resort. Steps should first be taken to prevent or control risk at source by making machinery or processes safer and by using engineering controls and safe systems of work.

#### **Employers' key duties**

Employers are required to: assess risks to health and safety which have not been avoided by means other than PPE, to determine whether PPE provided and proposed is 'suitable'; provide suitable PPE, free of charge, to protect employees against risks that have not been controlled by other means; take all reasonable steps to ensure that PPE is properly used; maintain PPE in clean and efficient working order, replace it as necessary and provide appropriate storage for PPE when it is not in use; and, provide employees with comprehensible information, instruction and training to enable them to make efficient use of PPE.

#### **Employees' key duties**

Employees are required to: make full and proper use of PPE provided and report any loss or obvious defect in PPE to their employer.



## General comments

'Suitable' PPE is: appropriate for the risk; takes account of ergonomics and the health of wearers; fits the wearer correctly; effectively controls identified risks without increasing risks elsewhere; and, is compatible with any other types of PPE which needs to be worn for a particular activity.

## The Control of Noise at Work Regulations 2005

Significant noise may be produced by some machinery. The risk to hearing depends on both the noise level and the length of exposure to it. Where it is likely that exposure levels will reach or exceed 80 dB(A) (and this should be suspected when normal conversation becomes difficult), a noise assessment will need to be carried out by a competent person.

The Control of Noise at Work Regulations stipulate three action levels, the first at a daily personal noise exposure of 80 dB(A) and the second at 85 dB(A). The third is a peak sound pressure of 200 pascals. If the first is reached or exceeded, employees should be informed and hearing protection made available. If the second or peak action levels are reached or exceeded, measures should be taken to reduce noise exposure by means other than by hearing protection whenever reasonably practicable, e.g. by substitution of noisy processes, engineering controls. Where workers remain exposed to these levels, hearing protection must be provided and used.



## Document Control

### Initial Data

Author:	Dr Kevin Thurlow
Position:	Director of Health and Safety
Checked by:	Dr Mark Ariyanayagam
Position:	Health & Safety Manager (SEM)
Approved by:	Dr Kevin Thurlow
Position:	Director of Occupational Health and Safety
 	
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