



Health and Safety Newsletter: No 8
January 2012

HEALTH & SAFETY *matters*



Small works in Departments / Schools

The University Construction (Small Works) policy and Code of Practice details the process by which departments must organise their own works on University buildings that they have responsibility for, and which may also affect building services, such as the gas or electricity supply. No work should be carried out on the areas specified in the policy unless it complies with the Code of Practice (CoP). Facilities Management (FM) must be notified of any work Departments want to do in their own buildings, even something as simple as putting up a shelf. If it means a wall has to be drilled then the notification process must be followed. Each department should have a “Competent person – small works” who must notify FM of any such work, who liaises with FM on planning the work, monitors the work to ensure its done as per the risk assessment and method statements etc, and, to bring to the attention of the Head of Department, any matters which prevent compliance with the CoP.

The notification of the works should be done at least 5 days prior to the work commencing and the risk assessment must accompany the notification, which should be sent to the Asset Development Manager in FM. Other key requirements are that before doing any work, the Asbestos register must be checked, (contact FM on 222121), and, that any contractor hired by the Department, is FM approved or is a “partnership contractor”.

Departments can divest themselves of these requirements by having FM do the work for them.

The next Construction Small Works course is being held on 4 April 2012. Please register via the Staff Development website: www.lboro.ac.uk/service/sd/.

For further information, the policy and CoP can be seen at;
<http://www.lboro.ac.uk/admin/hse/policies/specific-policies.html>

Also in this issue

Environmental Management
at Loughborough University...

Christmas fire safety

Lessons Learned

Report that accident

Feedback from the University
Health Safety & Environment
Committee

Eyesight testing

DSE assessor training

New legislation/guidance
from the HSE

DSO profile

HE sector health and
safety case law

And finally...

 Loughborough
University

'Lessons Learned' initiative in Facilities Management

To help prevent a repeat of similar accidents occurring, Facilities Management (FM) are communicating lessons learned from key incidents amongst those concerned with an incident.

Following an incident, investigations take place to establish the root cause. Often, it is only the team directly involved in the incident that gets to hear how a similar incident can be avoided in the future. FM are striving to improve the sharing of this information by inviting Managers to deliver a concise 5-minute presentation to the FMIS Health, Safety & Environment Committee on specific lessons to be learned. This 5-minute presentation focuses on 3 key areas;

1. **The incident** – what happened, how did injuries occur, or in the case of near misses, what could have happened.
2. **The investigation** – what was the root cause, what needs to be done to make the area or task safe.
3. **Lessons Learned** – what could have been done to prevent the incident occurring in the first place? What should colleagues do to prevent a similar incident occurring in their own area of influence?

In the summer 2011 meeting, the FMIS HS&E Committee was informed how the inadequate performance of a contractor lead to the closing down of a project, and the Manager gave some tips to the rest of team on how to prevent a similar situation occurring in the future. The November meeting heard from 2 more Managers on how 2 different incidents occurred and, importantly, what needs to be done to prevent the same incident happening elsewhere in the organisation. The communication sessions take place in a positive, blame-free environment, so that all details can be relayed.

James Stapleton, FM Health, Safety and Risk Manager, said: "Positive communication like this is helping to improve the health and safety culture throughout FM. We are being transparent about incidents, sharing details relating to them and, vitally, helping others to avoid a similar incident."

If you feel you could implement a similar initiative in your School / Department and would like to know how to start the process, please contact James Stapleton (e-mail J.D.Stapleton@lboro.ac.uk or tel. 222104) for more details.

Environmental Management at Loughborough University.....

All institutions have an impact on the environment and should attempt to operate in a sustainable manner. Environmental Management Systems (EMS) are the most logical and effective way of doing this. Loughborough signed up to EcoCampus which is a sector specific EMS in 2009. The benefit of implementing an EMS is as follows:

- Improves operational efficiency,
- Reduces pollution and improves the environment,
- Reduces operating costs,
- Gives the institution a long-term sustainable future,
- Helps attracts and retain quality staff and students,
- Ensure compliance with legal and other requirements.

The University was recently successful in obtaining the next phase of the EMS which is Silver. This is the implementation stage and means that the university has a published environmental policy <http://www.lboro.ac.uk/sustainability/policy>, has identified its' wider impact on the environment covering areas such as waste & recycling, energy & water, emissions & discharge, travel & transport, building and refurbishment etc.

Once the significant environmental impacts in these areas are identified the University is able to set objectives and targets for continual improvement ensuring compliance with legislation.

We now have the challenge of going for Gold! This is where we look at how we are operating as an organisation, roles and responsibilities, training and awareness and our emergency preparedness and response in the event of an environmental incident.

A lot of work goes into developing an EMS and it is particularly pleasing to have achieved Silver for such a large diverse campus. The award shows that Loughborough University Schools and Departments are working together to ensure environmental compliance and good practise. This is a real achievement on a campus of this size.



Report that accident!

If an accident, near miss, dangerous occurrence or case of occupational ill health happens on the University campus, an Accident Report form (ARF) must be filled out and sent to the HS & E office immediately. Copies of the ARF are available electronically from the "Forms" link on the HS & E office web page. (www.lboro.ac.uk/admin/hse). Reports of accidents and near misses can also be made by telephone to the HS&E office on 222181. A guidance note entitled "Reporting Accidents, Dangerous Occurrences and Occupational Ill Health", is available on the web page and gives guidance on completing the ARF. It tells you what is reportable and how to record that information. Reporting such events allows the University to comply with its legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and, allows for the causes of accidents and incidents to be identified and action taken to prevent a reoccurrence.

Where necessary, a trained departmental first aiders will administer first aid to injured persons. An up to date list of first aiders is available on the HS&E office web site. In the event of an emergency first aid incident, dial 999 from the nearest telephone. Once you've spoken to the ambulance controller, please inform Security of that fact, on 222141. Where a qualified first aider administers treatment and decides a referral to an A & E department or walk-in centre is called for, but that the condition is not life threatening so no ambulance is required, a First Aid Taxi service is available. The procedure for using this service can be seen on the HS&E office website.

In the case of an incident of occupational ill health, where you think your work may have affected your health, you can discuss this in confidence with the Occupational Health Advisor (ext 222851).



Feedback from the University Health, Safety & Environment Committee – 19 October 2011

The University Health, Safety and Environment Committee (HSEC) met on 19 October 2011. Items for discussion and consideration included the membership and terms of reference of the Committee, a review of Committee effectiveness, HSE office annual health and safety plan, amendment of the University Health and Safety policy in light of the move to the new Schools structure, First Aid provision, the University Fire Officers report for the last period, including a summary of a report resulting from an inspection of halls of residence by Leicestershire Fire & Rescue, a report on an advisory visit to

the University by the HSE, a KPMG Coshh audit report and a review of the new University Bomb warnings policy. This was augmented by the Environmental Managers report and accident reporting statistics and a report on the last meeting of the Biological Safety Committee.

Papers and minutes can be viewed at: www.lboro.ac.uk/admin/committees/hsec/meetings/index.htm. Click on "Agenda" and link to the relevant paper or click on "Minutes" for the meeting you require.

Three safety officers, representing three of the new Schools attend the Committee and if you have any issues you would like to raise, you can do so through these representatives. They are;

Tony Goodall, SSEHS;
Bob Temple, Wolfson School; and
Rachael Jermyn, The School of Arts.

The next meeting of the Committee will be on 22 February 2012.



Eyesight testing

The University will pay for eye testing for all employees who are identified as habitual users of display screen equipment. This payment is conditional on testing being carried out at the University's chosen optician, "Campus Vision" and on an eye care voucher for payment being obtained in advance via the Health, Safety & Environment office (ext 222181). The University will not reimburse eye testing costs for employees who choose to use a different optician.

Retesting will usually be allowed every 2 years, except in exceptional circumstances.

The University will also pay for a pair of basic spectacles (frames and lenses) where these are required solely and specifically for DSE use. The University will not pay for glasses which are used for reading or driving as well as DSE work.

The University may contribute towards the cost of varifocal lenses where the central part of the lens is specifically calibrated to allow viewing of the computer screen. The cost of the contribution will not exceed the normal cost of a pair of basic frames and lenses.

Christmas Fire Safety

It's that time of year once again and as we approach the festive season, people are looking forward to their busiest, and hopefully happiest, time of the year. This period is also when people may be particularly vulnerable to the dangers from fire. When we are busy, fire safety is rarely the first thing we think of.

Some top tips for real Christmas trees. Always choose a freshly cut tree. To test a tree, strike the stump down on a firm surface. If needles fall off, the tree is too dry. Before setting up, cut off 1 to 2 centimetres from the bottom, then place in the stand, which should be filled with warm water.

The tree could absorb as much as a gallon of water the first day, so ensure that it is always kept well watered.

Secure the tree firmly to prevent it from falling over.

Place the tree away from heat sources and open flames.

Trees must not be placed in staircase enclosures, corridors or in any area that may obstruct a means of escape from a building. If you need advice, please feel free to contact the Fire

Officer in the Health, Safety & Environment office on 222182.



Artificial Christmas trees and Christmas tree lights

All artificial trees should be flame retardant.

Fibre optic trees and lights should conform to the appropriate British Standard (BS). Always look for the BS kite mark.

Avoid trailing flexes and cables across floors and do not over-load sockets.

Avoid leaving lights on unattended for long periods. Check the fuses are the right type and when bulbs blow, replace them with the correct type of bulb. Do not adjust lights whilst they are connected to the electricity supply. If Christmas lights are brought in to the University they must be PAT tested before use.

Christmas decorations

All paper and other artificial trimmings should be flame retardant. They must be hung securely and not hung near to light fittings or other sources of ignition.

DSE assessor training

DSE assessments are not only a legal requirement, but done properly they can actually help combat the musculoskeletal disorders, reduced concentration levels and other potential ill health effects that are symptomatic of time spent at poorly designed workstations. Use of DSE can be associated with neck, shoulder, back or arm pain, fatigue and eyestrain. These aches and pains are sometimes called upper limb disorders or repetitive strain injuries, but these problems can be avoided by following good practice and it's possible to make work more comfortable and productive for people by taking some simple precautions. To help others do this, you can train as a DSE assessor. The DSE assessor course is extremely interactive and practical and it suits both newly appointed assessors and those looking to update their skills. For more details about courses, please go to the Staff Development website at www.lboro.ac.uk/service/sd/.

HE sector health and safety case law

Exposure to Asbestos

A fine of £10,000 has been imposed on the University of Lincoln after it was found guilty of failing to take the necessary steps to deal with the Asbestos material found in four of its buildings and that managers at the University had not acted upon their own Asbestos management plan between 2006 and 2010.

In February 2010, a lecturer reported finding a peculiar dusty material around a broken door handle. The University health and safety department investigated further and after examining the door and others in the area, they discovered many of the doors were lined with Asbestos insulating board (AIB), and that some were damaged.

The University authorities notified the Health and Safety Executive (HSE) of the escape of the Asbestos as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

The HSE proceeded to carry out an investigation. They determined that the University had been subject to various independent asbestos surveys over the preceding years and that in many areas of the University, evidence of asbestos containing material was present. The HSE was particularly critical of the fact, that despite these various findings in the recent past, that the University had failed in taking any kind of remedial action in order to deal with the threat of Asbestos exposure.

The University was found to have an Asbestos management plan but it had failed to follow it and failed to take appropriate steps to manage the risks associated with Asbestos over a number of years, putting staff, students and contractors at risk of potential exposure.

The University of Lincoln had to pay £12,759 costs on top of the fine. Since the investigation

they have taken steps to update their Asbestos management policy and to ensure that all of its premises were now compliant with the Regulations.

Civil claims are ongoing in respect of an Asbestos related death involving a college cleaner and a secretary in a University science department who succumbed to a cancer related to exposure to Asbestos. A Grimsby College cleaner died of an 'industrially-related disease', (a verdict recorded by the district coroner for North East Lincolnshire). In a second case, the family of an Aston University biological sciences department secretary between 1974 and 1984, is pursuing a compensation claim after she died from Mesothelioma aged 52. Her lawyers believed she was exposed to the fibre on regular visits to laboratories in the department.



New legislation / guidance from the HSE...

Supply of Machinery (Safety Amendments) Regulations 2011

Since 1995 all new machinery in scope of the EU Machinery Directive has to be designed and constructed to meet common minimum European requirements for safety. The outward signs of compliance are CE marking on the equipment and a document (Declaration of Conformity) issued by the Responsible Person (normally the manufacturer) declaring the product's conformity. To achieve compliance the Responsible Person must undertake a conformity assessment process to meet the Directive's obligations. This includes meeting all relevant essential health and safety requirements for the product, producing comprehensive user instructions, and showing how compliance has been achieved in the technical file. These requirements have been implemented in the UK by the Supply of Machinery (Safety) Regulations 2008, but they have now been amended by the above regulations. In addition to machinery, these requirements also apply to interchangeable equipment, safety components placed independently on the market, lifting accessories, chains, ropes and webbing, removable transmission devices and partly completed machinery. These regulations are enforced by the HSE in Great Britain for most industrial and professional products or local trading standards services for consumer products. The HSE has published a new leaflet (INDG 271 attached), which outlines what responsibilities buyers of machinery have.

New guidance on hand arm vibration exposure monitoring

New guidance issued on the HSE's website, in the form of a Q&A brief, explains why continual monitoring of exposure to hand arm vibration is unlikely to be necessary. HSE inspectors will

refer to it where necessary when discussing duty holders practices for managing hand arm vibration. Go to; <http://www.hse.gov.uk/vibration/hav/advicetoemployers/vibration-exposure-monitoring-qa.pdf> for more information.

HSE's consultation on the revised version of HSG 195 "The event safety guide, A guide to health, safety and welfare at music and similar events"

The HSE is inviting comments on the revised version of HSG 195 - A guide to health, safety and welfare at music and similar events". The draft has been developed by the HSE and key stakeholders in the industry to help organisers comply with the Health and Safety at Work etc Act 1974 and associated regulations.

Consultation begins on proposals for revised Control of Asbestos Regulations

Consultation on proposals for the revised Control of Asbestos regulations has begun. The HSE is proposing to introduce revised regulations to implement the legislative changes required to comply with the European Commission's (EC) reasoned opinion which ruled that the UK has not fully implemented a directive concerning the protection of workers from the risks of exposure to Asbestos at work. In the EC's view, the omission of two terms in the Control of Asbestos Regulations (CAR06) has the effect of allowing too many types of work to be exempt from requirements to notify work, to arrange medical examinations and keep records of work exposure.

DSO profile: James Stapleton



James is the DSO and also Health, Safety and Risk Manager for Facilities Management (FM) and was appointed to the post in March 2011.

Armed with a degree in Building, James gained 20 years' experience in the construction industry when working for a multinational construction and engineering company. The range of projects James was employed on was diverse, ranging from constructing new district general hospitals, through to routine maintenance on single storey buildings. James became a full-time Health and Safety professional in 1998, and gained chartered status of The Institution of Occupational Safety and Health (IOSH) in 2005.

Before coming to Loughborough, James was a key member of the London 2012 Delivery Partner team, managing the construction of the Olympic Park Venues on behalf of the Olympic Delivery Authority (ODA). He has brought with him to Loughborough the knowledge of what world-class standards in construction are, and how to embed a positive safety culture within organisations.

One of James' first tasks on arriving at Loughborough was to consolidate and lead the FM Health and Safety Support team. There is now a specialist team of 3 Health and Safety Professionals that provide advice, guidance, support and coaching to all members of the FM and imago Services team. The team aims to provide pro-active support, backed up with auditing to identify opportunities to improve Health and Safety performance throughout FM and imago Services, which has a total budget of £50m. The team is based in the FM Building (formerly the Innovation centre), opposite the entrance to Falkner Eggington Halls.

James is always keen to promote good Health and Safety practice to employees, and to help them understand 'what good looks like'.

And finally...

Q: Why did the health & safety officer have to measure the baby's biscuit?

A: He was doing a rusk assessment!