ACADEMIC SERVICES

Health and Safety Liaison Officer Training

July 2011

Mark Hoare
The University of Birmingham
Health & Safety Unit
OBJECTIVE OF THE TRAINING

- To enable Health and Safety Liaison Officers to assist the Health and Safety Co-ordinator

- To support the management of the Academic Services Office in discharging their health and safety responsibilities

And to

- Foster a positive health and safety culture throughout the department
RESPONSIBILITY FOR HEALTH & SAFETY

The University Executive Board
(VC is the Chief Exec)

Heads of Colleges/Corporate Services

Supervisors and Managers

Individuals
MANAGERS,
i.e. those who supervise

- Must ensure the health and safety of those they are responsible for

- Key role, the closer to the work the more direct influence on health and safety

- Must have an understanding of the work

- Must have a knowledge of:
  - the associated hazards and risks
  - appropriate precautions and control measures
  - emergency measures and procedures

- Must be able to communicate with and direct those being supervised
INDIVIDUALS

- Have a contractual and legal duty to comply with University health and safety policy;

- Have a legal duty not to endanger themselves or others;

- Must not interfere with equipment etc. provided for health and safety.
HOW is H&S ORGANISED and MANAGED?

UNIVERSITY LEVEL

University Health and Safety Policy
www.hsu.bham.ac.uk/documents/0uhsp.pdf

Implementing Health and Safety Policy within Colleges/Corporate Services
www.intranet.bham.ac.uk/university/hsu/documents/hsguidance/28IHSPC.pdf
HOW is H&S ORGANISED and MANAGED?

UNIVERSITY LEVEL

‘The University’ via the VC & Senior Staff

Heads of College

Supported by:
University ‘Workplace Wellbeing’ Team
University Policy, Guidance and Rules
COLLEGE LEVEL
**Worplace Wellbeing**

- **Director (Workplace Wellbeing)**
  - David Harrison

- **Health & Safety Advisers**
  - Mark Hoare (Manager/general)
  - Dr Fred Young (Chemical)
  - Dr Gus Zabierek (Radiation)
  - Beverly Davies (Biological)
  - Bryan Eden (Fire)
  - Alan Hickenbotham (Fire)

- **Health & Safety Assistant**
  - Helen Janewska (Radiation)

- **Occupational Health Advisers**
  - Philippa Hawkins
  - Sophie Gask
  - Brigette Roberts
  - Ruth Wotton

- **Occupational Health Doctor**
  - Dr Malcolm Cathcart

- **Support Staff**
  - Francis Wakefield
  - Yvonne Attwood
  - Joy Walker
  - Connie Reading
  - Dawn Eden
  - Melanie Ashfield

- **Health & Safety Assistant**
  - Helen Janewska (Radiation)

- **Employee Support**
  - Alison McNeil (Manager)
  - Jean Harris (Adviser)
  - Angela Breen (Staff Disability & Additional Needs)

- **Environmental Adviser**
  - Dr Trevor Shields
Health and Safety

A to Z by topic

Accidents, Emergency and First Aid

- Create list of
- Accidents
- Emergency
- First Aid

Action Investigation and Reporting in the Event of an Accident, Incident, Near Miss or Occupational Health Risk Assessment (DFE, 1996)

Advice about reporting incident (optionally)

Target Times Notice (SHMS)

Reporting accidents: the requirements

See also First Aid

Animals

- Allegro, Control of Acesso to Laboratory Animals Policy (SHMS, 1994)
- Safe Working with Animals Policy (SHMS, 1994)

Anti-terrorism, Crime and Security Act - details of threats and terrorist substances

Anxiety, information and advice on dealing with stress, anxiety and panic attacks

Athletics

- Athletics Policy (DFE, 1797b)

Asthma (information booklet - advice, emergency, symptoms, and occupational asthma (SHMS, 1994))

Back to top
Induction

- www.hsu.bham.ac.uk/univ/faq.htm#newstaff

What are the health and safety induction arrangements for new members of staff?

As soon as a new member of staff starts work at the University or an existing member of staff moves to a new department or building their new manager or supervisor should, with the member of staff: Go through the ‘Induction Fire Training Checklist’

- Tell them the procedure for reporting accidents, illnesses and near misses.
- Tell them the procedure for summoning first aid help.
- Explain to them any particular rules for building.
- Bring to their attention the General Guidance Document.
- Explain to them any particular risks associated with their work.
- Explain to them the procedure if they have any health and safety concerns.
### Induction-Fire-Briefing-Check-List

The University Fire Safety Policy requires Heads of Budget Centres to ensure new staff receive fire induction briefing on their first day at work. The points on the checklist should be covered:

<table>
<thead>
<tr>
<th>Premises</th>
<th>Budget Centre</th>
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</table>

- Name of new member of staff
- Date

- Action to be taken on hearing the alarm explained
- Fire alarm point, location shown & method of operation explained
- Fire action notice, location shown & contents explained
- Means of escape seen
- Means of escape, clear of obstructions
- Assembly point seen (where applicable)
- Fire alarm system, brief explanation
- Raising alarm without question or hesitation fully understood
- Location of fire appliances
- Location of fire doors and purpose explained
- Rules on no-smoking explained and understood
- Particular fire risks in department pointed out

<table>
<thead>
<tr>
<th>Signature of new member of staff</th>
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</table>

<table>
<thead>
<tr>
<th>Name of member of staff conducting briefing</th>
<th>Positions</th>
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<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of staff conducting briefing</th>
<th></th>
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This form should be completed in duplicate. One copy should be retained in the Budget Centre.
General Guidance

GUIDANCE9/HSG9/6

This is a general guide to health and safety and does not cover every contingency. More specific guidance can be found on the University Health and Safety Web pages.

Advice on health and safety aspects of your work should initially come from your supervisor or Safety Officer in your department and their duties have to be compatible with the University's Health and Safety Policy.

If you need further advice you can contact the University Health and Safety Unit help line on extension 17004 or go to http://www.hsu.bham.ac.uk/univ/advice.htm

RESPONSIBILITIES OF INDIVIDUALS

Individuals have at all times a duty to:

- conduct themselves and do their work in a safe manner so as not to endanger themselves and others around them;
- co-operate with the University on health and safety matters.

EMERGENCIES

DO

- make sure you know the local emergency procedures, e.g. fire, accident, spillage etc. and the location of your nearest first aider;
- make sure you know the local emergency procedures, e.g. fire, accident, spillage etc. and the location of your nearest first aider;
- follow instructions.

DO NOT

- interfere with or misuse any items or materials provided for dealing with emergencies;
- interfere with or misuse any items or materials provided for dealing with emergencies;
- attempt to deal with a fire before sounding the alarm;
- put yourself at risk.

ACCIDENTS, INCIDENTS, NEAR MISSES & HEALTH PROBLEMS

DO

- report all accidents, incidents and near misses to your supervisor;
- contact the nearest first aider if necessary;
- make your supervisor aware of any medical condition that may put your health and safety at risk or which might necessitate specialist first aid or medical treatment.

GENERAL

Most accidents and ill-health from work are avoidable! Usually they are caused by a combination of events. Many accidents are caused because a person did the wrong thing or failed to do the right thing.

Your carelessness could cause you serious injury; and/or may also endanger other people and could cause serious damage to equipment and buildings.

DO

- make sure you follow instructions. ASK if you don't understand;
- work tidily;
- wash your hands before leaving laboratories and workshops;
- ensure cuts and other wounds are adequately covered;
- turn off gas, water and electricity after use;
- wear the correct personal protective equipment, e.g. laboratory coats, glasses, hats, eye protectors, ear defenders etc.
- remove laboratory coats before leaving laboratories.

DO NOT

- take short cuts;
- carry out hazardous work alone;
- eat, drink, smoke, apply cosmetics or lick labels in laboratories or workshops;
- interfere with apparatus and equipment that you are not directly concerned with.

EMERGENCY TELEPHONE NUMBER ON MAIN CAMPUS 44444

EMERGENCY TELEPHONE NUMBER OFF CAMPUS 999
Risk Assessment
HAZARDS
What is a hazard?

- HAZARD
  - something with the potential to cause harm
IDENTIFY HAZARDS IN YOUR WORKPLACE
What is risk?

- HAZARD
  - something with the potential to cause harm

- RISK
  - the likelihood of that harm being realised
Specifically requires employers to carry out risk assessments

- Employers must make *suitable and sufficient* assessments of risks to employees and other persons arising from or in connection with their conduct or undertaking
FIVE STEPS

• Identify the hazard
• Decide who might be harmed
• Evaluate the risks arising from the hazards & decide on control measures
• Record the findings & put controls into practice
• Review and revise if necessary
Risk assessment template for Offices

https://www.intranet.bham.ac.uk/university/hsu/documents/hsguidance/7rao.pdf
# Guidance for Risk Assessment in Offices

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Possible harm</th>
<th>Model Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual handling (e.g. boxes of paper, mail sacks, equipment etc.)</td>
<td>Strains from lifting Cuts from sharp edges Bruises from dropping etc.</td>
<td>Carry out manual handling assessments to try to eliminate or reduce manual handling. Staff to attend manual handling training courses. Key ref: Manual Handling Operations (UHSP/RSA/006)</td>
</tr>
<tr>
<td>Slipping and tipping</td>
<td>Injuries due to falling etc.</td>
<td>Good housekeeping, keep work area tidy, keep cables etc out of the way, avoid cleaning floors at busy times, avoid carrying food and drink on corridors and stairs, have arrangements for clearing up spills, have signs to indicate wet floors, wear sensible footwear.</td>
</tr>
<tr>
<td>Unsuitable storage arrangements</td>
<td>Strains from bending Injuries from falling materials and falling off steps etc.</td>
<td>Avoid high/low storage, keep heaviest items at the most convenient height, maintain good access, do not overload or make shelves cupboards unstable, keep tidy, if stools/tables required ensure they are maintained and users trained how to use them safely. Key ref: The Use and Control of Portable Ladders (UHSP/UGP/094)</td>
</tr>
<tr>
<td>Use of electricity</td>
<td>Shock, burn, fire</td>
<td>Ensure equipment is maintained in good condition, used in suitable locations, sockets are not overloaded, repairs are only carried out by competent persons, users are trained to look for defects. Key ref: Electrical Safety (UHSP/18/ENG/002)</td>
</tr>
<tr>
<td>Poor condition of furniture and fittings</td>
<td>Injury from sharp edges, splinters, unstable furniture</td>
<td>Regularly check furniture, fittings are in good condition and replace damaged items.</td>
</tr>
<tr>
<td>Unsuitable work stations and work patterns</td>
<td>Strains from poor posture, repetitive work Eye strain from close work, VDU screens, poor and unsuitable lighting Strains due to nature of work, noise, heat etc.</td>
<td>Carry out work station assessment, vary work patterns, consider arrangement of work place including timing of tasks, etc. ensure adequate ventilation, adequate space etc. Key refs: - Workstation Design (GUIDANCE/5/MED/65) - Display Screen Equipment Use (UHSP/ID/DE/98) - GSE Checklist</td>
</tr>
<tr>
<td>Potentially dangerous equipment (e.g. guillotines etc.)</td>
<td>Cuts, amputation etc.</td>
<td>Ensure equipment correctly guarded, maintained in good condition, staff trained in use.</td>
</tr>
<tr>
<td>Harmful substances</td>
<td>Inhalation of vapour or dust, contamination of skin</td>
<td>Follow instructions on containers, carry out Chemical Hazard and Risk Assessment if labelled hazardous. Ensure staff are aware of hazards. Key ref: -Chemical Hazard and Risk Assessment (GUIDANCE/55/HAZARD/02) - Assessment, prevention and guidance: Hazardous Substances Policy; Schedule 2 –UHSP/15/ENG/00 52)</td>
</tr>
<tr>
<td>Personal Security</td>
<td>Various</td>
<td>Ensure suitable arrangements in place particularly for out of hours work and work in remote areas. Key ref: - Out of Hours Activities and Unattended Equipment and Appliances (UHSP/SS/CM/69)</td>
</tr>
<tr>
<td>Fire</td>
<td>Burn, asphyxiation</td>
<td>Prohibit smoking, avoid having electrical equipment in corridors (e.g. photocopiers, refrigerators etc.).</td>
</tr>
<tr>
<td>General injury</td>
<td>Various</td>
<td>First Aid arrangements in place and staff aware of arrangements.</td>
</tr>
<tr>
<td>Emergencies, e.g. fire, bomb threat, major injury etc.</td>
<td>Various</td>
<td>Emergency procedures in place and staff aware of them. Specific training carried out including induction and fire training. Keep escape routes clear. Key ref: - Fire Safety (UHSP/4/FOO/01)</td>
</tr>
</tbody>
</table>
Other Risks?
All accidents causing injury by generic site

Accidents reported to HSE by generic site
INSPECTION

- **Risk assessments:**
  - determine the control measures that need to be in place

- **Inspections:**
  - check that the control measures are being adhered to
Points about an Inspection

- Part or all of an area
- Compare what is happening with what ought
- Regular or after
  - complaint, problem, new system, new equipment
- Submit a report to discuss with senior management
- Set targets for implementing recommendations
## Office Health and Safety Inspection Checklist

### Previous Inspections
- Have the concerns identified during the last inspection(s) been addressed?  

### Policy
- Is there an up-to-date Local Health and Safety Policy?  
- Has each member of staff either been issued with a personal copy of the policy or had it drawn to his/her attention and been told how to access the text of the policy?  

### Discussion of Health and Safety Matters
- Is health and safety a standing item on the agenda of a departmental meeting?  

### Training
- Have all staff received training in health and safety procedures?  
- Do new staff receive training at the beginning of their employment?  
- Do temporary staff receive necessary training?  
- Is there a completed training checklist on file for each member of staff?  

### Manual Handling
- Do staff have to carry out any manual handling which might result in injuries?  
  - If so, is enough done to reduce the risk of injuries to acceptable levels? (i.e. a manual handling assessment)?  
- Is any equipment used for moving loads (e.g., trolleys) in good condition?  

### Storage
- Is there adequate storage?
- Is there high/low storage? Are shelves suitable? Where are heavy items stored?
- Is there a suitable means of accessing all storage above head height? Are stools and ladders available?

### Ladders etc
- Are they suitable? Have ladders been inspected? Are they in an acceptable condition?

### Slips and trips
- Are floor surfaces in an acceptable condition?
- Are circulation routes kept clear of obstructions including wires and cables, boxes, bags etc?
- Is food and drink carried about? Are there arrangements for cleaning up spillages?

### Electricity
- Are there any obvious defects in electrical equipment?
- Are sockets overloaded?
- Has all electrical equipment been inspected?
- Is there any electrical equipment which has been brought into the office by staff? If so, has that equipment been checked before being put into use? Particularly heaters.
<table>
<thead>
<tr>
<th><strong>Fire</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there any accumulations of material in offices which might be a source of fire?</td>
</tr>
<tr>
<td>Is there any obstruction of ventilation of electrical equipment?</td>
</tr>
<tr>
<td>Is there any overloading of electrical sockets?</td>
</tr>
<tr>
<td>Are corridors and stairwells clear of obstructions and storage of combustible material?</td>
</tr>
<tr>
<td>Is there any electrical equipment in stairwells or corridors?</td>
</tr>
<tr>
<td>Are fire doors kept closed at all times (rather than being wedged open)?</td>
</tr>
<tr>
<td>Are there notices informing staff of what to do in event of fire?</td>
</tr>
<tr>
<td>Do staff know what to do in event of fire?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Workstations</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Have computer workstation assessments been carried out and recorded?</td>
</tr>
<tr>
<td>Are workstations being used correctly? Do any staff have problems using their workstations?</td>
</tr>
<tr>
<td>Are the working conditions suitable? Noise? Lighting? Ventilation? Temperature?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Furniture and Furnishings</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Is furniture and furnishings in good condition, suitable and stable?</td>
</tr>
</tbody>
</table>
GENERAL HEALTH SAFETY
OFFICES & OTHER GENERAL AREAS

MAIN HAZARDS/RISKS

- tripping and slipping
- obstructions
- unsuitable furniture and shelving
- unsatisfactory storage
- Using ladders
- electricity
- fire
**Danger Warning: Office Staff at Work**

When you go to work today, watch out for those dangerous instruments. Last year hospital casualty departments dealt with:

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,777</td>
<td>injuries from pencils</td>
</tr>
<tr>
<td>1,100</td>
<td>from staplers</td>
</tr>
<tr>
<td>332</td>
<td>rubbers</td>
</tr>
<tr>
<td>10,644</td>
<td>telephones</td>
</tr>
<tr>
<td>2,500</td>
<td>tripping over waste bins</td>
</tr>
<tr>
<td>2,500</td>
<td>paper cuts</td>
</tr>
<tr>
<td>100</td>
<td>falling wall charts</td>
</tr>
<tr>
<td>352</td>
<td>falling fluorescent light tubes</td>
</tr>
<tr>
<td>39</td>
<td>calculators</td>
</tr>
</tbody>
</table>
How many accidents?
HEALTHY ENVIRONMENT

- ventilation
- indoor temperature
- lighting
- cleanliness and waste materials
- room dimensions and space
- workstations and seating
SAFE WORKPLACE

- maintenance
- circulation areas
- falling objects
- smoking
- hazardous substances
- electricity
- equipment
- lifting, carrying and handling
- emergency procedures
£150,000 for worker hit by files

An office worker won £150,000 compensation after a stack of files fell on top of her. They tumbled from a 6 foot high cabinet. She needed two operations to insert titanium plates in her neck.

The office had been inspected before the accident and the files were noted as being a hazard but nothing was done about it.
Danger Calls

Doctors said that cradling a telephone between head and shoulders could prove lethal after a French psychiatrist ruptured his carotid artery by talking for more than an hour on the phone.

The previously healthy 43-year old suffered a minor stroke.

Daily Mirror
Examples of Accidents

- Banged head on open draw of filing cabinet, cut head 5 days off
- Slipped going down stairs, fractured wrist 4 days off
- Tripped over loose floor block, fractured ribs 22 days off
- Slipped on corridor being mopped, sprained ankle 14 days off
- Fell off desk closing a window, bruised back 6 days off
- Slipped on loose mat in office, fractured foot 28 days off
- Scratched eye with paper 4 days off
- Tripped over chair leg, bruised back 12 days off
- Twisted back picking piece of paper up 5 days off
- Tripped over loose carpet, bruised hip 20 days off
- Chair slid away whilst sitting, internal injury 80 days off
- Lifting mail sack, strained back 50 days off
- Hit head on shelf, cut skull and concussion 10 days off
- Spilt hot tea, scalded hand 5 days off
How far do we have to go?

- 58-year old nursing home assistant injured when she fell off plastic chair she was using to remove laundry boxes from a 6 foot high shelf.

- Her employer provided a stool and she knew it had been provided for the task.

- Assistant said she had used chair because she was in a hurry and the stool had not been left in the laundry.

- She initially won £85,000 damages.

- Court of appeal reversed decision.

- Judge ruled that an employer was not obliged to regularly remind staff to use the stool.
Judge said: “Employers obliged, under HSWA, to provide safe system of work but where the use of the equipment is obvious he is not obliged periodically to remind employees to use it.

It is reasonable for an employer to expect experienced employees to take practical steps to safeguard themselves and take the necessary precautionary measures.”
OFFICE SAFETY VIDEO
ELECTRICAL SAFETY

https://www.intranet.bham.ac.uk/university/hsu/atoz.shtml#electrical
ELECTRICITY IS POWERFULL BUT CAN ALSO BE LETHAL
MAIN DANGERS OF ELECTRICITY

- shock
- burn
- fire
- explosion
- damage to equipment
- tripping over trailing leads
HOW CAN WE KEEP SAFE?

- Prevent electrical items becoming a faulty

- If items become faulty have means that prevent them from becoming dangerous
  - Checking before use
  - More formal checks
  - Portable appliance testing (PAT)
COMMON SENSE

DO NOT.....

- use electricity near water
- abuse equipment
- use indoor equipment out of doors
- improvise
- use faulty equipment
- carry out repairs unless competent
COMMON SENSE

- follow manufactures instructions
- if necessary use plug boards not adapters
- isolate equipment before working on it
- ensure equipment is checked and maintained regularly
GOOD HOUSEKEEPING

- Take care where electrical equipment is sited
- Keep wires tidy, out of the way
- Do not stretch wires
- Do not put containers of liquid near electrical equipment
- If possible, unplug all equipment at night unless designed to stay on
UNIVERSITY CASES

- Cleaner received severe shock as he grasped
  the damaged wire on his buffing machine
  - cable not checked before use

- Craftsman received shock dismantling a
  machine which was still plugged connected
  to the mains

- Student plugged an instrument rated at 10v
  into the 240v supply

- Copier being used in a corridor with half the
  plug top missing
Fire Safety

- Prevent Fire
- Prevent Fire Spread
- Evacuation
Fire Safety

- Prevent fire breaking out
- Prevent fire spreading
- Safe evacuation
- Safeguard the emergency services
On Saturday, May 24, our office suffered the consequences of a fire. This was not an exercise of our disaster recovery plan!

Fortunately, most of our information is saved electronically and we had performed a backup two days earlier.

As you can see, the fire was very devastating and we are looking for a temporary office site until we can rebuild.
Fire Doors – keep them shut!
Importance of Closing Doors
Fire Log Book

- Records defects
- Records weekly/annual checks
- Records remedial action
Departments responsible for (and keeping records of)

- The recording of fire related defects reported and action taken
- Certain weekly checks on escape routes, emergency lighting, fire fighting equipment
- Certain monthly checks on escape routes and fire fighting equipment
- An annual fire drill
- Fire training for new staff on starting work and at least every two years thereafter
EMERGENCY ARRANGEMENTS

- Emergency Procedure
- Instructions in Case of Fire –on the wall
- Emergency Action (Accidents and Illnesses) Main Campus and Elsewhere
- Bomb Threat Procedures –front of the telephone book
- First Aid Arrangements
EMERGENCY PROCEDURE

IN THE EVENT OF AN EMERGENCY ON THE CAMPUS

FIRE
Sound the alarm first and then contact Security. Do not telephone the Fire Service direct. This will be done by Security Control.

SERIOUS ACCIDENT or ILLNESS
Contact the Ambulance Service on 999 and then contact Security to advise them of the situation and action taken.

CRIME/POLICE ASSISTANCE
If you are concerned about a crime or require Police assistance either contact the Police direct on 999 (and then contact Security to advise them of the situation) or contact Security.

IN THE EVENT OF AN EMERGENCY OFF THE CAMPUS

Immediately contact the Emergency Services on 999 and then contact Security to advise them of the situation and action taken.

(In the case of FIRE sound the alarm first)

To contact Security ring the Emergency Number:
44444 (internal), 0121-414-4444 (external/mobile) or
Use one of the emergency phones linked to Security Control

Emergency phones are sited:
1. Elm Road on the corner of the ACS building
2. South West Campus, Terrace Halls, Sopex building
3. South Car Park, first floor pedestrian exit back of Guild
4. University square, outside Arts building main entrance
(Press button and speak direct to Security Control)
The Health and Safety (First-Aid) Regulations require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to your employees if they are injured or become ill at work.

Depends on circumstances, e.g.
- field work in remote area
- laboratory using toxic chemicals
- workshop with large saws
- office
University First Aid Arrangements

- 200+ qualified first aiders

- Initially:
  - 3 days (in house/St John) FAW or 1 day EFAE – both valid 3 years

- After 3 years:
  - 2 days FAW re-qualification or 1 day EFAE again
  - Trained to give immediate treatment and referral if necessary
  - Cost of training borne by College/CS
  - Annual refresher every year (optional)
  - Names on Health and Safety Unit web site
  - 5 nearest should be on local notice boards
  - Keep and responsible for first aid kit supplied by Health and Safety Unit
UNIVERSITY OF BIRMINGHAM

EMERGENCY ACTION - FIRST AIDERS
(ACCIDENTS AND ILLNESS)

MAJOR ACCIDENTS & ILLNESS

1. Check safety – do not put yourself at risk.
2. Maintain clear airway.
4. Control bleeding
5. Move the casualty as little as possible unless in immediate danger.

LOCAL HOSPITAL WITH A&E DEPARTMENT

QUEEN ELIZABETH HOSPITAL
Mandelieu Way
Edgbaston
Birmingham
B15 2WB
Tel: 0121 627-2000

FIRST AIDERS

If you sustain ANY MINOR INJURY, the correct procedure is for you to see a recognised FIRST AIDER in order that appropriate action can be taken and the necessary records made.

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<tr>
<th>NAME</th>
<th>LOCATION</th>
<th>PHONE</th>
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www.intranet.bham.ac.uk/university/hsu/emergency.shtml
ACCIDENT & INCIDENT INVESTIGATION & REPORTING
ACCIDENT & INCIDENT INVESTIGATION & REPORTING

https://www.intranet.bham.ac.uk/university/hsu/documents/hspolicy/23AIR.pdf
ACCIDENT AND INCIDENT REPORTING IS NECESSARY

- To identify and remedy hazardous situations
- Because certain accidents/incidents have to be notified to the enforcing authorities
- In case of civil action
- As a monitoring tool
# Accident/Incident Report Form

Send one copy to the Director of the Health & Safety Unit. Send one copy to the Insurance Officer, Finance Office. Retain one copy in the Budget Centre Department.

**Location where the accident/ incident occurred:**

**Date:**

**Description of Accident/Incident:**

**Investigation and action taken to prevent recurrence:**

**Investigation complete?** Y/N

**Date incident should be completed:**

**In the event of an injury:**

<table>
<thead>
<tr>
<th>Name of person involved</th>
<th>Status (staff/student)</th>
<th>Staff/student number</th>
</tr>
</thead>
</table>

**Budget Centre they work in:**

<table>
<thead>
<tr>
<th>Job</th>
<th>Telephone number</th>
</tr>
</thead>
</table>

**Time lost:**

<table>
<thead>
<tr>
<th>Reason for loss</th>
<th>Y/N</th>
<th>Reason for loss</th>
<th>Y/N</th>
</tr>
</thead>
</table>

**Nature of injury:**

<table>
<thead>
<tr>
<th>Immediate treatment</th>
<th>Further treatment</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Rest at hospital own OHP/phone</th>
<th>Rest at hospital own OHP/phone</th>
</tr>
</thead>
</table>

**Witnesses:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone number</th>
</tr>
</thead>
</table>

**Form completed by:**

<table>
<thead>
<tr>
<th>Post</th>
<th>Telephone number</th>
</tr>
</thead>
</table>

**Signed:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Telephone number</th>
</tr>
</thead>
</table>

---

https://www.intranet.bham.ac.uk/university/hsu/documents/hspolicy/23AIRPF.doc
WHAT SHOULD BE REPORTED?

- All accidents/incidents resulting in personal injury or time loss
- All accidents/incidents where damage occurs
- All near misses where injury or damage could have resulted
FALLING OVER A BOTTOM DESK DRAW

- **Immediate cause**
  - fall due to desk draw sliding open

- **Basic cause**
  - incorrect installation of desk

- **Management**
  - inadequate training and supervision of person installing desk
Strained back lifting a mailbag containing mail shot, Why?

- **Immediate cause**
  - bag was too heavy

- **Basic cause**
  - not enough bags so bags filled to maximum without considering weight

- **Management**
  - manual handling assessment not carried out
  - alternative arrangements not considered
    - e.g. mail shot sent from printers
Workstations

- A workstation is where a person works
- Standing, sitting, moving
- Ergonomics need to be considered

https://www.intranet.bham.ac.uk/university/hsu/documents/hsguidance/uhsg5.shtml
Lathe Man
Workstation ergonomics: ideal set-up

- Top of monitor at eye level or just below
- Monitor roughly arm's length away
- Minimal bend at wrists
- Document holder
- Back straight
- Elbows close to body
- Backrest supporting lower back
- Adjustable swivel chair
- Front of seat not pressing on back of knees
- Feet flat on ground or resting on footrest
• Adequate lighting
• Work chair: adjustable
• Footrest: adjustable
• Document holder: adjustable
• Keyboard: usable, adjustable, detachable and legible
• Screen: stable image, adjustable, readable and glare and reflection free
• Leg room and clearances to allow postural changes
• Adequate contrast, no glare or distracting reflections
• Window covering if needed to minimise glare
• Work surface: allow flexible arrangements, spacious, glare free
• Often used equipment (e.g. telephone): accessible without stretching
• Distracting noise minimised
• Software: appropriate to task and adapted to user
• Seat back adjustability
• Good lumber support
• Seat height adjustability
• No excess pressure on underside of thighs and backs of knees
• Foot support if required
• Space for postural change, no obstacles under desk
• Forearms approximately horizontal
• Minimal extension, flexion or deviation of wrists
• Screen height, angle and distance should allow comfortable head position without eye strain
• Space in front of keyboard to support hands and wrists during pauses in keying
Display Screen Equipment (DSE)
Display Screen Equipment Regulations

- Carry out a risk assessment (initially self assessment)

- Taking action

- Review

Univeristy DSE policy
https://www.intranet.bham.ac.uk/university/hsu/documents/hspolicy/7dse.pdf
DSE Regs Cover

- All Display Screen Equipment (DSE)
- Includes portable DSE in prolonged use

- Workstation includes
  - screen
  - keyboard
  - mouse or other input devices
  - desk
  - chair
  - the immediate work environment and anything in it

- Applies to any staff member who regularly uses DSE
## DSE Checklist

This checklist is intended to be used in conjunction with Health and Safety Guidance "Work Station Design" (GUIDANCE/5W/D/98)

<table>
<thead>
<tr>
<th>A</th>
<th>The Chair</th>
<th>Yes</th>
<th>No</th>
<th>Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1.</td>
<td>Is your chair stable and supportive?</td>
<td>[ ]</td>
<td>[ ]</td>
<td>If no, please contact Health and Safety Co-ordinator to discuss your chair</td>
</tr>
<tr>
<td>A2.</td>
<td>Does your chair adjust in height?</td>
<td>[ ]</td>
<td>[ ]</td>
<td>If no a new chair may be required</td>
</tr>
<tr>
<td>A3.</td>
<td>Have you adjusted the chair height?</td>
<td>[ ]</td>
<td>[ ]</td>
<td>Adjust the chair height to allow you to sit with elbows at approximately 90° and approximately 1° above the desk when touching the G and H keys</td>
</tr>
<tr>
<td>A4.</td>
<td>After adjustment can you sit with your feet flat on the floor?</td>
<td>[ ]</td>
<td>[ ]</td>
<td>If you cannot sit with your feet flat on the floor you may need a footrest, please contact local Safety Representative</td>
</tr>
<tr>
<td>A5.</td>
<td>Does the backrest adjust in both height and tilt?</td>
<td>[ ]</td>
<td>[ ]</td>
<td>If no please contact Health and Safety Co-ordinator to discuss your chair requirements</td>
</tr>
<tr>
<td>A6.</td>
<td>Have you adjusted the backrest to fit you?</td>
<td>[ ]</td>
<td>[ ]</td>
<td>Adjust backrest height to fit you in the lower back. Adjust the tilt to allow support in the lower back without pushing you forward or forcing you to lean back</td>
</tr>
<tr>
<td>A7.</td>
<td>Does your chair have arms?</td>
<td>[ ]</td>
<td>[ ]</td>
<td>If no please go to Section B, The Desk</td>
</tr>
<tr>
<td>A8.</td>
<td>If yes do the arms prevent you from easily sitting close to the desk</td>
<td>[ ]</td>
<td>[ ]</td>
<td>If the arms adjust, lower them to allow you to pull the chair forward to closer proximity to the desk. If the arms do not adjust a different chair may be required</td>
</tr>
</tbody>
</table>

Please go to next section
Workstations under the Display Screen Equipment Regulations

Taking action as a result of the assessment

You may need to refer to:

- Your supervisor/manager
- Your Health & Safety Co-ordinator
- University’s Occupational Health Adviser
Workstations under the Display Screen Equipment Regulations

Review

- Review regularly, particularly when there are changes to the work, the equipment, individual
Workstations under the Display Screen Equipment Regulations

Important

Take regular breaks!
RSI and Workstation Cases

- **Graphic designer awarded £25,000 for RSI**
  - company at fault because she had not been shown how to use the mouse correctly. She used it with her hand, wrist and forearm unsupported.

- **Bank clerk awarded £240,000 for RSI**
  - she was allowed to maintain an incorrect posture at her keyboard for hours on end. The bank admitted breaching its statutory duty to protect her.
What is Manual Handling?

A manual handling operation is any: transporting, or supporting of a load by hand or bodily force.

Operations include
- lifting
- putting down
- pushing
- pulling
- carrying
- any other means of moving a load
Plan work to avoid the need for ladders

Working at Height Guidance

https://www.intranet.bham.ac.uk/university/hsu/atoz2.shtml#ladders
1. Position ladder properly:
   - facing the work
   - fully open stepladder on level surface and lock spreaders in place

2. Use ladder that is long enough:
   - never climb on top two steps
   - never place stepladder on boxes or unstable bases to gain extra height

3. Climb and use ladder carefully:
   - maintain 3 points of contact
   - brace yourself with your free hand if possible
   - always face the treads
   - do not overreach or lean to one side
   - never carry heavy or bulky objects up or down
Asbestos

- Fibrous
- Only dangerous if inhaled
- Fibres need to be disturbed and get into airstream and inhaled
- 3 types: blue/brown/white
Managing Asbestos

- Areas where sources of asbestos containing materials are known to exist are labelled with a caution notice.

- Sources of Asbestos Containing Materials are monitored on a regular basis to determine whether there has been any deterioration or damage to the source.

- Entered on the Estates asbestos register

An example of a caution notice

Work likely to disturb walls, ceilings, floors or services MUST NOT be carried out without specific authority from the University’s Estates Office. Please report any damage immediately.

Estates Office Contact No 0121 414 6406
Outside of normal working hours contact Security Tel 0121 414 3000

DO NOT REMOVE THIS NOTICE

Entered on the Estates asbestos register
Example of a Label in Position

Caution notice location

Work likely to disturb walls, ceilings, floors or services MUST NOT be carried out without specific authority from the University's Estates Office. Please report any damage immediately.

Estates Office Contact No 0121 414 6406
Outside of normal working hours contact Security Tel 0121 414 3000

DO NOT REMOVE THIS NOTICE
Stress etc
Going to Work on Monday
Going Home on Friday
The Way Forward
The Duties of a Safety Liaison Officer

Ensure your areas are safe and comply with the relevant legislation, and budget centre plans by:

• spotting and acting upon hazards

• completing risk assessments for new equipment, tasks or uses of space

• carrying out or accompanying conducting officers for 6 monthly safety inspections

• Conducting work station assessments (DSE checks)
The Duties of a Safety Liaison Officer (cont)

• Advising on accident procedures and investigate as appropriate

• Co-operating in fire drills and to obeying the instructions given by officers in fire and other emergencies. This includes attending bi-annual fire training sessions arranged by Academic Services

• Proactively encouraging a health and safety attitude