

Administrative Computing Unit

Safety Regulations & Guidance for Staff

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1. Introduction

General Safety Policy

Swansea University is required under the provisions of the Health & Safety at Work Act 1974 and subsequent legislation to have and to bring to the attention of all its students and employees a Statement of Safety Policy and details and arrangements for carrying out that Policy. This Statement of Safety Policy can be obtained from the University Safety Office or by consulting the Safety Office Web site (www.swan.ac.uk/Safety/) where the policy can be downloaded as a PDF file.

ACU at Swansea University is committed to providing a safe and healthy working environment for all staff, students and visitors. Towards this end The Unit:

- aims to raise awareness of health and safety issues by providing advice and guidance for staff, undergraduate students, graduate students and visitors, and when appropriate, health and safety training for individuals.
- acknowledges that staff, undergraduate students, graduate students and visitors have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- notes that staff, undergraduate students, graduate students and visitors have a duty to co-operate with The Unit to enable it to comply with any statutory requirement imposed on it by the Health and Safety At Work Act 1974, and associated relevant statutory provision.

In accordance with Safety Regulations, The Unit has a responsibility to:

- provide such information, instruction, training and supervision to provide safe and healthy working conditions taking account of any statutory requirements.
- provide and maintain a working environment for School personnel that is safe, and as far as reasonably practicable, without risk to health in performing their work.
- make available any required safety devices and protective equipment.

In addition, staff have a duty to:

- work safely and meet any statutory obligations.
- protect themselves and others from any hazards resulting from their work or behaviour.
- use the appropriate protective equipment provided.
- be actively involved in introducing measures to prevent any occurrence and/or recurrence of accidents.

Organisational Responsibility for Health & Safety

The Vice Chancellor is responsible for safety within the University. The Head of ACU has overall responsibility for health and safety within the Unit. Individual members of staff are responsible to the Head of Unit for all aspects of safety of those activities and personnel they supervise.

Swansea University employs full-time Safety Officer's who will give advice or receive suggestions or complaints on health & safety matters. Unit personnel should first consult the Unit Safety Coordinator. The Unit Safety Coordinator has a small selection of safety books, labels and official forms (Accident Report, Near Miss Report and Hazard Report).

ACU Safety Coordinators advise the Head of the ACU on all matters affecting the health and safety at work of employees, students and visitors in the ACU. The Unit Safety Coordinator provides an advisory role to staff, acting as a liaison between Unit & University Safety Office. The Unit Safety Coordinator also maintains relevant Unit Health & Safety documentation, coordinates safety inspections, records accidents, disseminates health & safety information and coordinates fire & first aid arrangements. In cases of emergency or where an obvious breach of safety regulations has been observed, the Unit Safety Coordinator has the authority to act as Head of Unit in such matters.

The Unit Safety Coordinator will carry out periodic housekeeping/safety tours of inspection of ACU premises. Individuals working in the Unit have a personal responsibility for the effects of their behaviour and practices on themselves and others.

ACU follows, and complies with the University Statement of Safety Policy. Unit working practices are designed to ensure as far as is reasonably practicable, the health, safety and welfare at work of all its staff. The full support and active co-operation is required of all staff, students and visitors working in ACU

Emergencies

- **Action in Emergencies – The University Emergency Number is 333**
- Call **333** on the internal telephone system, which connects you with the University exchange or the porters' desk in Fulton House, day or night throughout the year.
- Do not call the public 999 service unless you fail to get a reply on 333 after a reasonable time.
- The emergency services report to the Fulton House desk and expect the duty porter to be able to direct them to the site of the trouble.
- State concisely the nature of the emergency and give an accurate location using officially recognised names or numbers.

Accidents

Accidents happen only very rarely as the result of some unforeseeable mechanical failure or an unlikely coincidence of circumstances. Most accidents are caused by a combination of carelessness, lack of planning and inadequate knowledge. Remedying these failings could therefore prevent the majority of accidents.

The aim of all staff of the Unit should be to:

- **prevent accidents**
- **minimise the effects if one nevertheless occurs**
- **eliminate the causes so that it cannot happen again**

As a contribution towards this, please read through these Regulations attentively and carry out all the procedures appropriate to your own work conscientiously.

All accidents, fires and abnormal incidents must be reported to the Unit Safety Coordinator/ University Safety Officer. Accident report forms are available from the Unit Safety Coordinator or the University Safety Office. If the accident results in personal injury, causing absence from work of three or more days, the details of the accident must be reported to the Health and Safety Executive by the University Safety Officer. This is a legal requirement. Safety Representatives have a legal right to be fully informed of the circumstances of all accidents and to investigate their cause.

Near misses **must** also be reported, as they are important indicators of potential problems.

Under the Health & Safety at Work Act of 1974, it is the duty of every employee to take reasonable care for the health and safety both of themselves and of others who may be affected by their acts or omissions; and also to comply with safety requirements regulating both their behaviour and the wearing or use of protective equipment.

Certain individuals may not be in the position of either employer or employee, but the same principle applies: you are required to take as heavy a responsibility for your own health and safety, and that of those around you, as your degree of training and experience permits (see the University Occupational Health & Safety Policy).

Fire Regulations

Personnel occupying University buildings have a duty to ensure knowledge of emergency exit routes. A fire alarm can be activated in several ways depending upon its design, but whether set off by heat, smoke, accident (dust etc) or human intervention (fire drills and malicious activation), the response of the building occupants must always be the same:

IF YOU DISCOVER A FIRE

1. If you discover or suspect a fire then the alarm must be raised by breaking the glass in the nearest fire alarm call point. This will raise the alarm.

2. Go yourself, or send somebody, to a telephone and phone **333**, the University emergency number. Give the location of the fire using the correct building name, the floor and, if possible the room number.

3. If you have received training or feel that the fire is small enough to deal with, then it can be tackled with the appropriate fire extinguisher (see overleaf for appropriate fire extinguisher use; if one extinguisher is not enough - leave it to the Fire Brigade). **However, you must not put yourself at risk at any time.**

4. Whether you choose to fight the fire or not **you must leave**, closing doors and windows, and proceed to the assembly point designated for the building.

IF YOU HEAR THE FIRE ALARM

1. Leave the building immediately, closing all doors and windows.
2. Proceed to the designated assembly point.

USE THE NEAREST AVAILABLE EXIT

*** DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

*** DO NOT USE LIFTS**

*** DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD TO DO SO**

People are frequently seen entering buildings where the alarm has been activated and staff should actively discourage this if they observe it.

When the Fire Brigade arrive they will ask for the alarm to be silenced so that they can communicate with each other by radio. The silencing of the alarm is not a sign that you can re-enter the building.

The Unit has designated fire wardens to assist with building clearance but these people may not be present at the time of alarm activation. All staff has a duty to take reasonable care for the health and safety of themselves and other persons and therefore must assist in the evacuation of the building, without putting themselves at risk. Visitors must be appraised of the situation and encouraged to leave. If you have any information about people in difficulties you must tell the Fire Brigade as soon as they arrive.

Extinguishing Different Kinds of Fire

1. Wood, paper, cloth, plastics, rubber

Use water from an extinguisher, hose-reel or bucket (hose-reel gives the best control and longest duration) unless live electrical equipment is involved. Carbon dioxide, organic vapour (BCF etc.) and powder extinguishers or sand from bucket can be used on small, surface fires. BCF is not recommended in confined spaces, where the vapour may cause asphyxiation.

2. Flammable liquids

Use dry powder if widespread or in an open situation, foam in confined spaces (directing it into back of fire and working towards you) or fire-blanket if in a container. Carbon dioxide or BCF are effective on small fires but beware of re-ignition. Do not use water in a jet; it will spread the burning liquid.





3. Electrical equipment

Switch off power (but note that capacitors can still discharge). Use carbon dioxide or BCF. Do not use water or foam, which conduct electrical current. Dry powder is effective but will ruin delicate equipment.

4. Clothing

Use a fine-spray water extinguisher, paying particular attention to protecting the head and neck, or wrap the subject in a fire-blanket, getting him/her into a lying-down position as quickly as possible (the blanket may otherwise act as a duct, concentrating flames on the head and neck). Use a safety shower if one is nearby.

Note that a new harmonised European standard on fire extinguishers – BS EN3 – came into force on 1st January 1997. Basically, all extinguishers are red with different zones of colour indicating the extinguisher contents:

Type of Fire Extinguishers			
Their uses and their colour coding according to BS EN 3 : 1996			
The contents of an extinguisher is indicated by a colour zone on the body of the extinguisher			
			
WATER	POWDER	FOAM	CARBON DIOXIDE
For wood,paper,textile and solid material fire	For liquid and electric fires	For use on liquid Fires	For liquid and electrical fires
DO NOT USE on liquid, electrical or metal fires	DO NOT USE on metal fires	DO NOT USE on electrical or metal fires	DO NOT USE on metal fires

First Aid

The following general/ basic information is provided for guidance only. It is not intended to be exhaustive. Wherever possible, seek help from a person trained in first aid. Always take care not to become a casualty yourself whilst attempting to administer first aid. Note: if you are not trained in first aid or medically qualified, seek professional/ qualified assistance immediately. A number of staff have received first aid training (a list of these staff is displayed on notice boards).

General first aid information:

The following advice is concerned only with first aid. It is not intended as a substitute for attention by a doctor or a person trained in first aid. If medical aid is going to be needed urgently, send for a doctor immediately.

- Small cuts and wounds should be washed well in running water. They should be treated with an antiseptic preparation if appropriate and covered with a suitable dressing. If the injury is on a hand, it should be covered with by an impervious dressing/plaster.
- If the casualty has stopped breathing, from whatever cause, artificial respiration must be started at once before any other treatment is given and should be continued until breathing is restored.
- Where there is shock, keep the casualty lying down and comfortable. Keep the person warm by covering with additional clothing. Do not give drink or anything by mouth if there seems to be an internal injury.
- Wash your hands before treating wounds, burns or eye injuries.

Serious Accidents / Injuries

Summon medical/ first-aid assistance immediately. Where necessary contact Fulton House porters (333), or, **if no reply**, dial 999 direct and ask for an ambulance to be called indicating where the injured person is located.

First Aid Boxes

- First aid boxes are located in each main area and with the designated First aiders.

Rules for Late Working in ACU

To comply with University Health & Safety/ Fire Regulations it is important that all staff and students are aware of the procedure for working in ACU buildings outside normal hours.

Normal hours are defined as Monday to Friday 8.00 a.m. - 6.00 p.m.

Any person working in the Unit outside these hours (including weekends) must sign themselves in and out using the Log Book provided at the main entrance to relevant

buildings. In the event of an emergency outside normal hours, security and Fire Brigade personnel will consult this log.

Enforcement of Safety Standards Within ACU

In accordance with Health & Safety Executive (HSE) guidelines ACU is required to have a monitoring system and a documented mechanism for ensuring that safety standards are maintained. It should be noted that in cases of emergency or where an obvious breach of safety regulations have been observed, The Unit Safety Coordinator has the authority to act as Head of ACU in such matters. ACU uses the following mechanisms to enforce adherence to the regulations:

- 1.** First infringement – **verbal warning** to the individual concerned.
- 2.** Second infringement – **verbal warning** to the individual and to the member of staff responsible. If appropriate, the supervisor of the individual will also be informed.
- 3.** Third infringement – **written warning** to the member of staff responsible for the work activity. This will be copied to the Head of Unit.
- 4.** Fourth infringement – **a ban** placed on the individual or closure of the work area for whatever period is deemed appropriate. The Head of Unit will take this action.

Verbal warnings will be supported with warnings sent by e-mail if appropriate. Infringements are counted within a calendar month. Note that the period between these warnings need be no longer than 24 hours and could, be of a shorter period –If the infringement is severe then the process may start at level 3 or 4. Any warnings will be reported to the Unit Safety Coordinator, who will document the events and pass on information to the Head of Unit, as required, for further action.

Safety Inspections

In order to ensure that appropriate safety standards within ACU are being followed, the Safety Coordinator, and on occasion, University Safety Officers will carry out periodic tours of inspection. Annual safety inspections reports will be communicated to the Head of ACU. If these inspections highlight deficiencies or failures in appropriate procedures, this will be communicated verbally and in writing to the responsible individual concerned. It is then the responsibility of the individual concerned (if necessary with the assistance of the Unit Safety Coordinator) to rectify any such deficiency as soon as possible. If the problem is serious, immediate action to rectify the situation will be required. If the problem lies with Estates, this will be communicated to them by the Unit Safety Coordinator/ Safety Office as appropriate. The Unit Safety Coordinator should be notified when highlighted problems have been rectified. Note that if deemed appropriate, the enforcement mechanism listed above will be invoked during routine safety inspections.

2. Safety & Training Arrangements

Staff Safety and Training

Staff have major responsibility for their own safety in considering working methods, apparatus and materials and implementing of all necessary safety requirements before proceeding with any work. It is the duty of all staff to obtain and disseminate the necessary safety information.

New members of staff are required to attend training sessions on the use of fire extinguishers. The University Safety Office runs these courses at the beginning of each academic year. Established personnel should refresh their knowledge on a regular basis (see safety training matrix - Appendix 2, also on the intranet/ Safety Office web pages).

Members of staff shall be trained in:

- basic safety, i.e. general hazards likely to be encountered
- basic first aid
- fire drills and emergency procedures
- building evacuation procedures
- VDU safety
- Office-based risk assessment

And, if appropriate:

- radiation protection
- laser safety

Office-based staff should ensure that their work environment is safe and fit for purpose, paying particular attention to items such as VDU safety. All offices are required to be formally assessed using the office-based risk assessment procedure as laid down by the University Safety Office. This assessment should identify any hazards in the office environment and minimize/ eliminate them. Staff should attend Safety Office-run courses on office-based risk assessment procedure.

3. Safety in Offices

Common Office Hazards

Although offices are relatively low-risk environments there are still hazards associated with office work that School personnel should consider. The following list is by no means exhaustive and hazards will vary in different office environments. All office environments should be risk-assessed (see page 14). If hazardous materials or chemicals are in use a formal COSHH risk assessment will also be required.

Slips, trips and falls

Most accidents occur when staff trip over trailing leads and uneven floor surfaces, slip on wet surfaces, or fall when trying to reach items. These risks can be managed by: fastening cables securely or re-route overhead if possible, keeping passageways and stairs clear, ensuring adequate lighting, and by using proper step ladders to reach anything not accessible from the ground.

Equipment

Guillotines and shredders can cause cutting injuries. Photocopiers provide chemical (toner, ozone) and burn hazards. Incorrectly loaded filing cabinets may topple injuring users. These risks can be managed by: ensuring guards on cutters are always in place, allowing only authorised maintenance of equipment such as photocopiers, ensuring that papers within cabinets are evenly distributed. All staff should be adequately trained in the safe use of office equipment.

Electricity

Defective plugs, sockets and leads cause more electrical accidents than the appliances themselves. To avoid such incidents ensure that sufficient socket outlets are available and minimise the use of adaptors which when overloaded constitute a fire hazard. Routinely inspect cables and have damaged cables replaced or repaired by qualified personnel. Always switch off equipment before unplugging and cleaning. Learn the basic rules on how to deal with an electric shock incident, should one occur.

Manual Handling

Lifting and moving paper supplies or items of office furniture can cause back injuries or muscular strain. Risk of injury can be avoided by avoiding lifting items which are too heavy or bulky - use a trolley or castors where possible. Lifting to high places poses a particular hazard and individuals should always stand on something sturdy such as a step-stool. All staff should learn proper lifting techniques and how to avoid injury by attending the manual handling training course run by the Safety Office (see appendix 2).

VDUs (Visual Display Units)

Most problems are related to the arrangement of the workstation which may cause glare or reflection on the screen (eyestrain) and/ or lead to awkward postures or movements (muscular fatigue). These risks can be minimised by assessing individual work-stations with particular reference to lighting and adjustability and general layout of chairs, keyboards, screens and work documents. All users should undergo VDU safety training (see below for regulations and appendix 2 for training details). See page 15 for a summary of points to consider when performing a risk assessment of individual workstations.

University Regulations on the Regular use of VDU Equipment

The Display Screen Equipment Regulations are designed to protect employees who use VDUs for an average of 2 hours or more per day. The following University guidelines should be followed:

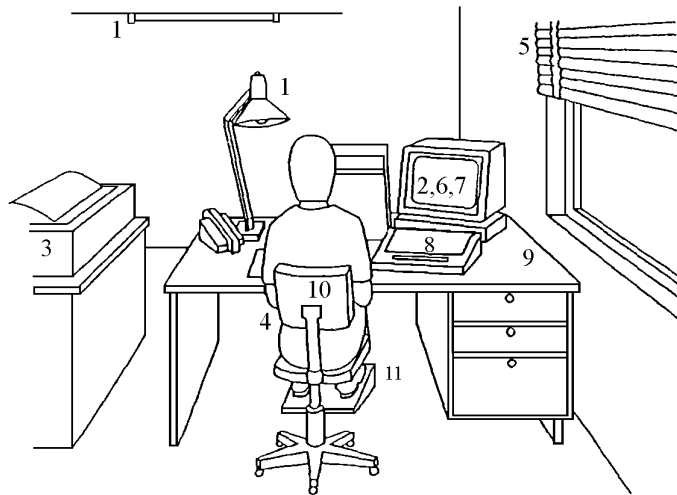
- 1.** If you use a VDU for two or more hours every day then you should attend one of the regular VDU safety training sessions arranged by the Safety Office (diagrams on the next page indicate points to look out for when assessing work-stations). If necessary, you should visit the Occupational Health Centre for an eye test.
- 2.** Work at a VDU should be periodically interrupted by breaks and/or periods of other activity. It is recommended that no single session on a VDU should exceed 90 minutes though shorter sessions are preferable. Where an uninterrupted session of 90 minutes is undertaken, a change of activity of 15 minutes should be allowed.
- 3.** The University provides, on request, at no cost to the VDU user, an appropriate eyesight test carried out by an optician and thereafter at regular intervals. The University will meet the cost of basic glasses (up to £30 + VAT) provided they are only to be used for VDU work. If a user wishes to have a more expensive pair then they will be liable for the extra cost involved. The University has agreed a contract with Bater and Jones as the opticians to be contacted for eyesight tests. They can be visited at one of their four premises: Singleton Hospital; 109 Clase Road, Morriston; 71 High Street, Gorseinon; 102 Teilo Street, Pontardulais. Before arranging the eyesight test a purchase order must be obtained from ACU - Admin

See over for a summary of points to consider when performing a risk assessment of individual workstations.

Office Based Risk Assessment

All office-based staff should ensure that their work environment is safe and fit for purpose, paying particular attention to items such as VDU safety. In order to minimize office-based hazards, all offices within the School are required to be formally assessed using the office-based risk assessment procedure as laid down by the University Safety Office. When properly carried-out, this assessment should identify any hazards in the office environment and seek to eliminate them. The Safety Office runs regular courses on how to perform office-based risk assessments and all office-based personnel should attend this training. Completed assessments should be reviewed on an annual basis or more frequently if there are obvious changes to the nature of the office environment (see Appendix 3 for details).

Workstation Assessment



Seating and Posture

1. Seat back adjustability
2. Good lumbar support
3. Seat height adjustability
4. No excess pressure on the underside of thighs/ backs of knees
5. Foot support if needed
6. Space for postural change, no obstacles under desk
7. Forearms approximately horizontal
8. Minimal extension, flexion or deviation of wrists
9. Screen height and angle allow comfortable head position
10. Space in front of keyboard to support hands/wrists

Workstation Environment

1. Adequate lighting
2. Adequate contrast
3. Distracting noise minimised
4. Leg room and clearances allow postural changes
5. Window covering
6. Software: appropriate to task, adapted to user, provides feedback on system status, no undisclosed monitoring
7. Screen: stable image, adjustable, readable, glare free
8. Keyboard: usable, adjustable, detachable, and legible
9. Work surface: allows flexible arrangements, spacious, glare free
10. Work chair: adjustable
11. Footrest

Work Routine

1. All sessions should be less than 90 minutes
2. Activity changes: 5 Minutes every 30 minutes, 10 Minutes every 60 minutes, 15 Minutes every 90 minutes

4. General Precautions

Visitors

Visiting engineers, representatives and authorised visitors should be escorted

Protective Clothing

All safety equipment issued must be used as and when appropriate

Safety Precautions and Equipment

Personnel should be aware of the location of emergency exits, fire-extinguishers, eyewash stations, safety showers, first-aid boxes and any other special safety equipment.

Good Housekeeping

All work should be conducted in a tidy and well-organised way as this makes a major contribution to the safety of individuals and fellow workers. A bench should be clear of any apparatus or materials not needed for the work in hand.

Electrical Equipment

Only appliances obtained from commercial suppliers or purpose-made by a competent technician may be connected to mains outlets in Unit facilities. Under normal circumstances, plugs should be attached only by a qualified electrician. The outer covering of the flex must pass into the plug, where it should be firmly fixed: if the colours of the inner wires can be seen, the plug has been improperly fitted and must be repaired before use. Every item of authorised electrical equipment should carry a label, either wrapped around the plug end of its flex or attached to the plug itself, showing the date and result of a safety test. Only equipment bearing an official electrical test label is safe to use. It is University policy to test all Unit equipment for electrical safety on an annual basis. Regular electrical testing of equipment is coordinated by Estates Services.

If there is any doubt as to the safety of electrical apparatus, it should not be used and the appropriate person informed (i.e. the person in charge of the work area). Any equipment without a label or bearing a red label must not be used: it should either be repaired and re-tested or scrapped. In wet conditions as little as 20v or 20 mA can be dangerous. Do not switch on remote equipment if you can't see that it will operate safely.

Ideally, each item of equipment should be plugged into its own outlet. If fused flat extension multi-sockets are required you must check that their combined demand will not overload the extension. The use of two- or three-way adapters which plug direct into the socket is prohibited. Flexes should be regularly checked for wear and/or damage and be replaced by a competent person if needed.

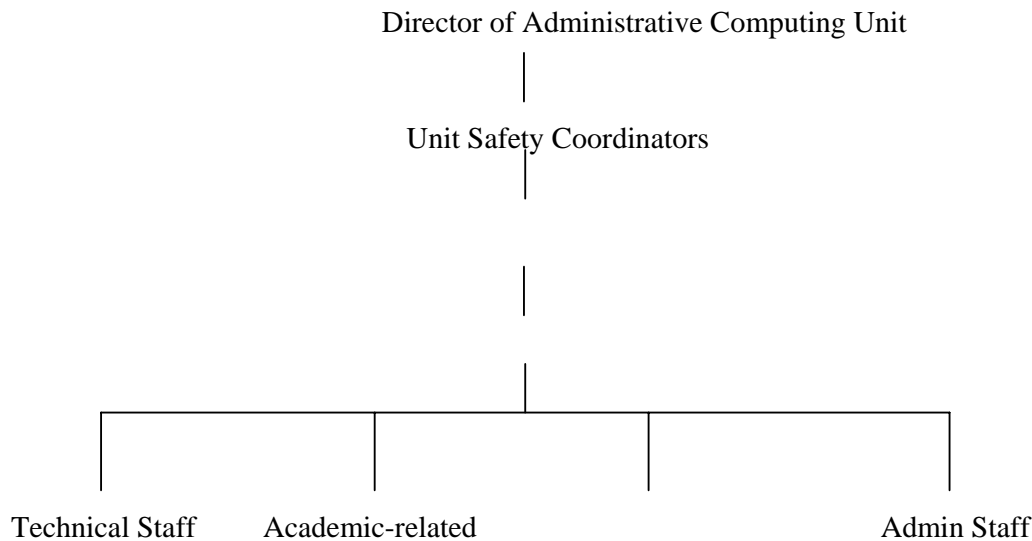
Where bench work with high voltage equipment is necessary ensure that you are familiar with the equipment. Ascertain that the equipment is disconnected from the mains when setting up and dismantling.

Appendix 1 (i). Unit Personnel Responsible for Health & Safety Policy

Director of ACU: Kevin Daniel

School Safety Coordinators: Mike Dobbs, Garry Morgan

Appendix 1 (ii). Staff Responsible for Health & Safety in the School of Medicine



Note that the above responsibility tree **does not** imply that those at the bottom are any less responsible for personal health & safety. It merely points out the structural organisation for health & safety responsibility within the School and how this reports to the University. In essence, the University delegates safe-working responsibilities to all of its employees. However, it has to have a structure in place that makes this as feasible as possible. All staff within the ACU are reminded of their individual responsibilities under the “**Health and Safety at Work Act 1974**” and subsequent legislation:

Section 7: Taking reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.

To co-operate with management to enable the employer to carry out his legal duties or any requirements as may be imposed.

Section 8: Not to intentionally or recklessly interfere with or misuse any item provided in the interests of health, safety and welfare

Appendix 2. Safety Training Matrix

Training is a statutory requirement which needs to be carried out continuously. All staff and students must be trained in safe working procedures for the work they are required to carry out.

All staff and students are required to know and observe fire evacuation procedures.

Staff and graduate students should attend a Basic Safety Course, Basic First Aid Course and a Fire Extinguisher Training Session.

Specialist training in Radiation Safety, Laboratory Safety, Laser Safety, VDUs and Gas Cylinders will be given to all graduate students and staff who are required to work with ionising radiation, in chemical laboratories, with lasers, with VDUs or with Gas Cylinders.

The following matrix lists the safety training courses run by the University (Safety Office) and who should attend. For further information contact the Safety Office or visit: www.swan.ac.uk/safety/

Training	Who Should Attend	How Often
Introduction to Health and Safety	New staff as part of induction training. All existing staff.	Once Only
Fire Safety	All staff	5 Years
First Aid	Certain designated staff and volunteers	3 Years
Manual Handling	All technicians, porters etc. Designated staff and volunteers.	3 Years
Minibus Driving	Minibus drivers	2 Years
Talk Down/ Breakaway	Staff who may come into contact with violent/ aggressive people	5 Years
VDU Training	All staff who use VDUs for 2 hours every day	5 years

Appendix 3. Office Based Risk Assessment – Course Overview

Overview

This course (run by the Safety Office) is aimed at University staff that may be required to carry out or co-ordinate risk assessments. The course incorporates a practical session.

Aims

To produce effective risk assessors who are able to cover the broad range of assessments required by health and safety legislation.

Prerequisites

None. The course is suitable for professionals wishing to brush up on assessment skills and for those with limited health and safety experience.

Linked Courses

Further safety training courses may be identified from resultant risk assessments.

Programme

Principles of risk assessment

- Workplace hazard-spotting
- Likelihood estimation
- Risk-ranking and prioritising for action

Departmental practical and review

- Undertaking risk assessments
- Identifying risk control measures
- Planning for ongoing monitoring
- Record-keeping and audit trail analysis

Risk-driven regulations

- The rest of the “six-pack”
- COSHH, noise, fire and other risk-driven legislation
- Risk concerns not explicitly covered by regulations

Risk assessment as feed-in to risk management

- Developing a risk assessment and risk management strategy
- Actioning assessments – roles and responsibilities
- Risk monitoring needs
- Sources of additional help

Learning Outcomes

- After the course, delegates should:
- Have an appreciation of health and safety legislation and its implications for risk assessment
- To be able to carry out general risk assessments as required by the MHSWR
- Have the practical skills necessary for adapting and applying risk assessment techniques to a wide variety of areas at work
- Able to carry out generic, Risk Assessments
- Able to carry out Specific Risk Assessment where necessary

Office Based Risk Assessment – Risks to Consider

ACTIVITIES	EQUIPMENT	CHEMICALS
Using Computers (liquid/spray)	Computers / Printers	Glues
Archiving	Fax machines	Toners
Filing / Stores	Paper shredders	Inks
Lone Working	Photocopiers	Correction Fluid
Manual Handling: cleaner	Storage	Whiteboard
Books / Files / Paper	Ladders	
Dealing with enquiries	Scissors / knives	
Using ladders / steps	Kettles / Toasters	
Teaching	Microwave ovens	
Cash Handling	Guillotines	
Handling Post: in / out	Laminators	
Organising Conferences	Paper Folding Machines	
	Glass Crusher	
	OHP / TV / Video Equipment	

The Outcomes of an Effective Risk Assessment

A well-planned risk assessment should answer these questions:

1. Are there hazards present at the workplace that have not yet been recognised?
2. Are there hazards that pose a greater – or lower – risk than was hitherto thought?
3. Is it possible to eliminate the hazards all together?
4. Is it possible to reduce the harm that the hazards may cause?
5. Are the existing health and safety precautions adequate, in principle, to protect people from these hazards?
6. Could an improved standard of protection be achieved for the same cost?
7. Are there better, more cost-effective, ways of achieving the same standards of protection?
8. What do individual employees think about the risks they experience, and the practicality of (and the need for) the preventive measures?
9. Are the existing precautions used in practice, and not ignored in the face of, for example, production pressures?

Upon completing the office based risk assessment course you will be able to identify many of the common hazards associated with office working and be able to initiate a risk assessment procedure that minimizes these hazards in your work environment. You will be shown how to use a scoring system and use a 'risk assessment matrix' to help you in determining the level of risk. You will also be able to develop a risk assessment action plan to deal with any hazards you identify. For further details on office based risk assessment consult the Safety Office web site: www.swan.ac.uk/safety/