

Health and Safety News



USHA Fieldwork working group and Professor Noel Lloyd, Chair of UCEA Health and Safety Committee.

Universities Health and Safety Association guidance on health and safety in fieldwork

The University of Hull has played a key role in the development of sector guidance on the subject of health and safety in fieldwork which was published in May 2011. Rachel Stephenson, Director, Health and Safety Services is one of the authors of this guidance and case studies taken from University Departments in Hull and Scarborough have been used in the document to demonstrate good practice.

The guidance was launched in September at a conference held at the Royal Geographic Society headquarters in London, attended by colleagues from 66 Universities. Dr Magnus Johnson from the Centre for Marine and Environmental Studies in Scarborough

presented at the conference, giving a thought provoking paper on the health and safety issues associated with Diving.

The guidance developed was given further national recognition when it was nominated (under the partnership category for the joint working undertaken with UCEA) for one of the prestigious Safety and Health Practitioner Awards in 2011.

A copy of the guidance can be found at www.ucea.ac.uk/en/Publications/Health_and_Safety.cfm. The University's arrangements for managing fieldwork can be found on the Health and Safety Services website.



Accident and incident reporting

We have expanded the categories of incidents which you need to report to Health and Safety Services. As well as incidents which result in injuries you should also report 'near misses' (An incident where no injury or damage occurred but, under different circumstances, could easily have resulted in injury or damage) and any violence or aggression which is sustained in the working environment. This will prompt investigation in the interests of preventing injuries in the future.

NEW-Induction

A new on-line corporate health and safety induction package is being developed to replace the existing one on the portal. This will be launched in the New Year and will complement the local induction arrangements completed within Departments for new starters.

Audit Result

A Health and Safety Internal Audit was completed by Deloitte's earlier this year, the results of which were very positive. Thanks to all who contributed, in particular the Departmental Safety Officers who were particularly instrumental in achieving this great result.

Did you know?

Slips trips and falls accounted for 29% of all the reported accidents at the University?

What can I do?

- Ensure all work areas are kept tidy
- Report any defects with paving, stairs, carpets etc to the maintenance helpdesk by emailing maintenancehelpdesk@hull.ac.uk or estates-scar@hull.ac.uk

Remember – Health and Safety is everyone's responsibility.

Sort it or report it but don't ignore it.

Health and Safety Training

Health and Safety Services run a variety of training courses: access the web site for details on dates for courses including First Aid, Fire Warden, Risk Assessment, and Display Screen Assessor Training.

Policies

A number of policies have been approved or updated recently.

See the website for details of the following policies which have been updated:

- Accident and Incident Reporting
- First Aid Policy
- Portable Electrical Appliance Testing
- Risk Assessment
- COSHH
- Suspect Items and Bomb threat procedures
- Asbestos
- Lasers

Corporate objectives

The Executive has also approved this year's Annual Health and Safety objectives for all departments which are to:

- Review the departmental register of health and safety risk assessments (compiled in response to last year's objective) to ensure that all areas of activity are covered
- Ensure any risk assessments listed as 'yet to be completed' on the risk assessment register are completed by the 21st June 2012.

You may be asked to assist with the completion of this objective.

IECS achieve Safety Accreditation

The Institute of Estuarine and Coastal Studies have successfully achieved their 'Achilles' accreditation for the second year running. As part of the scheme all companies undertake stringent yearly assessments on Health & Safety, Environmental & Quality practices and procedures. IECS has just completed an interim audit achieving high marks on its laboratory systems, scoring over 90% in each category. External validations such as this take an enormous amount of effort to pass, so many congratulations to IECS for this excellent achievement.



Ann Leighton, Laboratory and Survey Manager IECS

University staff achieve National General Certificate in Health and Safety

Congratulations to several Departmental Safety Officers and Facilities staff who have achieved this globally recognised qualification. There are now 20 members of staff who have achieved the NEBOSH National Certificate in Occupational Health and Safety.



L – R Gerald Smith, Lyn Green, and Neil Warhurst.



Managing Pressure at Work

The corporate risk assessment for 'Managing well-being at work' has recently been updated. The Mechanisms in place for managing well-being at the University are included on an interactive document which you will find on the Safety Services web site. This risk assessment is updated by examining the results of the staff survey, so please find the time to respond to the current survey which closes at the end of December.

Fire Safety

We have just come to the end of this year's Fire Evacuation Drills so thanks for your patience on the disruption they can inevitably cause. However, as well as being a legal requirement they also prove very useful in assisting us to identify any potential problems with our systems. Each year we are able to make a number of significant improvements which would be invaluable in a real fire situation. In general, the evacuations went well. Just a few reminders:

- Make sure fire doors on escape routes are not wedged open
- Leave the area safe when you leave, turning off any sources of ignition and closing doors behind you
- When the alarm stops, please do not re-enter the building until you are told to do so

Health and Safety suggestion scheme competition

Last year the Maintenance Department ran a suggestion scheme for employees to encourage them to engage with health and safety issues.

Last year's winner was Stuart McKay, Head Electrician who suggested some ways of improving the safety of the delivery areas in the workshop. We are extending this idea corporately now so please email l.s.hirschfeld@hull.ac.uk to submit your idea. A prize of £40 worth of Marks and Spencer vouchers is up for grabs, so it's worth a few minutes of your time to report that issue which has been niggling you and tell us how you think the situation could be improved.

The closing date for the competition is 31 January.

Departmental Safety Officers

Welcome to new nominees and thanks to those people who have moved on.

Library and Learning Innovation

Judy Wolff Brynmor Jones Library 5438

Information and Communications Technology Department

Gary Moore IT Systems Group 07894425958

Administration

Martin Bull Marketing & Communications 6634

Gill Anderson URS Office 5136

Jane McAteer Strategic Development Unit 6702

Helen Ralph Finance 6403

Chris Summers Finance (University House) 5674

Tina Priestman HR 6128

Vicky Davison International Office 6553

Heidi Broadhead Student Administrative Services 5258

Rebecca Dennison Customer Service Area 6116

(University House)

Arlene Goodwin Research Funding Office 4920

Tina Wardropper Development & Alumni

Relations 6606

Simon Allison Student Support Services 6597

Pam Leach Accommodation Office 6095

Karen Dean Knowledge Exchange 4907

Sports Centre

Gemma Holmes Sports & Fitness Centre 6239

Arts and Social Science

Josephine Affleck Maritime Historical Studies

Centre 15110

Kerry Gardner Social Sciences & Wilberforce 5607

Angie Lead Law 5861

Marie Holmes Larkin Building Coordinator 5805

Sam Parker English 6604

Frances Hanson History 5335

Rebecca Bloomfield WISE 15176

Kim Forth Humanities 5995

Conny Beyer Politics & International Studies 6342

David Richardson WISE 15181

Richard Tall Drama & Music 6142

David Wilson Modern Languages 6179

Joanne Hawksworth Holme House Learning Media 3553

Business School

Graeme Reid Business School coordinator 3091

Amy Cowling Business School 3410

Facilities

Sally Campbell 5065

Joe Garner 5051

Health and Social Care

Sarah Birtwhistle Faculty Co-ordinator 4586

Cathy Hughes Deans Office (Dearne) 4581

Tony Walker Nursing 4635

Kevin Gillen Nursing (Aire) 4694

Janice Nolan Clinical Skills (Leven) 3058

HYMS

Martin Stocks HYMS (Hull) 3122

Adrian Hollingsworth HYMS (York) 01904 321747

Mathew Sanderson Wolfson 2089

Sian Leech Daisy Building Laboratory 461866

Education

Tracey Anastasi 6893

Postgraduate Medical Institute

Wayne Sheedy Respiratory Medicine CHH 774069

Martin Lowry MRI Centre HRI 884075

John Greenman Medical Research Labs 6032

Beverley Leak Clinical Psychology 464106

Scarborough

Shaun Wadsworth Security 7305

Neill Warhurst Arts & New Media 7273

Dominique Kelly Scarborough Management

Centre 7230

Barry Penrose CEMS 7241

Science

Rebecca Vince Sports Science 3176

Trevor Cook Psychology 5548

Tom McCreedy Chemistry 6407

John Clannachan Chemistry

(building safety issues) 5410

Jennie Brigham Biological Sci 5519

John Hebden Engineering 6222

David Wright Engineering (Deputy) 5075

Paul McSherry Geography 5574

Jonathan Harvey HIFI 6435

Mark Bell Computer Science 5340

Students' Union

Jonathan Hall University House 6250

A copy of this document is available in alternative formats from the Safety Office

Help and Advice – Specialist Query?

The Health and Safety Team are happy to help with your queries, if you would like specific information and advice on the subjects of Biological, Laser or Chemical Health and Safety please contact Frank Voncken on 6543, Howard Snelling on 5690 or Tom McCreedy on 6407. For radiation queries contact the Health and Safety office.



Frank Voncken.



Howard Snelling.



Tom McCreedy.