



University
of Glasgow

School of Mathematics
& Statistics

2019

Health, Safety & Wellbeing Handbook

Table of Contents

Useful Telephone Numbers.....	3
Introduction.....	4
Emergency.....	5
Medical and First Aid.....	5
Mathematics Building First Aiders	5
Fire Evacuation	5
Incident Reporting.....	6
Minor Accidents	6
Serious Accidents	6
Procedure	6
Hazardous Areas.....	7
Restricted/Hazardous Areas.....	7
Hazardous Substances.....	7
Risk Assessments.....	7
Safety Equipment	8
Late and Lone Working	8
Access	8
Emergencies	8
Lone and Hazardous Working	8
Electrical Equipment	8
Computers.....	8
Portable Equipment	8
Fixed Installations.....	8
Other Equipment.....	9
Fault and Risk Reporting	9
Contractors.....	9
Visitors.....	9
Occupational Health Unit	9
Treatment Services.....	10
Self-Referral.....	10
Counseling	10
Using Display Screen Equipment (DSE)	10

Health Surveillance..... 10

General Instructions for using DSE..... 10

Manual Handling 11

Travel..... 11

 Travel modes 11

 Overseas Travel and Insurance 11

Children in the Workplace..... 12

Smoking 12

Domestic/Office Waste 12

Information and where to find it..... 12

Useful Telephone Numbers

If calling from out with the University, the extension number should be preceded by “0141 330”.

Contact	Extension number
Emergencies (Central Services)	4444
Security	4282
Health, Safety & Wellbeing Co-ordinator	4745
Health, Safety & Wellbeing Deputy	2975
First Aiders	4308, 2940, 3512, 3929, 5181
Waste Management Co-ordinator	4457
Switchboard	100 or 0141 330 2000

Introduction

The School of Mathematics and Statistics, a division of the central administration, is committed to ensuring that all activities undertaken on the premises, or by staff working off site e.g. field trips, are carried out to the highest possible standards of health, safety and wellbeing.

We want everyone to remain safe and healthy, regardless of whether they are an employee, a student or a visitor.

As stated in the Health & Safety Act 1974 **everybody** has a responsibility to protect the health and safety of themselves **and** others when carrying out any activity.

The School is considered a *low risk office environment* with the exception of the Bio-Labs Unit. One downside of this is that the issue of health, safety and wellbeing is not always at the front of our minds. Yet, risks exist and the School aims to minimise the impact of these to all staff and students.

The risk of fire is emphasised through regular fire drills. We all make use of computers in our work, so electrical safety and issues associated with the prolonged use of display screen equipment (DSE) are relevant. The use of other electrical and office equipment also has attached risk. We work in the School building, so the maintenance of the fabric of the building (floors, furnishings etc.) is an important safety issue. The prompt reporting of potential risks is the responsibility of all staff and students. Occasionally, manual handling may be necessary, with consequent risk.

Please take a few minutes to read this booklet and to familiarise yourself with the School's rules and emergency procedures. If you have any questions, or are unsure of anything contained in this booklet, please speak to School Health, Safety & Wellbeing Co-ordinator, Mrs Chanel McIsaac (4745).

A full list of the University's publications on Health, Safety & Wellbeing is available at:
<http://www.gla.ac.uk/services/seps/index.html>.

Emergency

For emergencies, serious incidents or accidents call: extension 4444

From a mobile or external line call:
0141 300 4444

- Dialing 4444 will connect you with the Security Office who will ask for details. Tell them which emergency service you want (Police, Fire Brigade or Ambulance)
- Give them the following information:
 - location from which you are telephoning
 - type of emergency and the type of assistance required
 - place where the assistance is required

In every room within the School there is a FIRE ACTION notice setting out the procedure to be adopted in case of fire. You should familiarise yourself with this procedure.

Medical and First Aid

Mathematics Building First Aiders

All First Aiders have a first aid box at their disposal

Name	Ext.
Raymond Guffie (Janitor)	0095
Gerry Harte (IT Technician)	3512
Andrey Melnik (Research Assistant)	3929
Sharon Mullen (Secretary)	2940
Mike Whittaker (Lecturer)	5181

If you think it's beyond First Aid, either

- Call an ambulance via ext 4444, or Dial 9 then 999

Fire Evacuation

Instructions concerning procedures in the case of fire are prominently displayed at strategic points around the School. Staff should familiarise themselves with these procedures and also with the escape routes in all other areas

of the University which they visit. During a fire alarm, the Area Fire Officer, (Head of School Administration) and Fire Officers (various) will direct you to the nearest exit. The Area Fire Officer is in charge of implementing the School's emergency evacuation procedures and may issue instructions to, and request assistance from, other members of staff.

If you find a fire:

1. Raise the alarm:
 - Set of a fire alarm and:
 - Shout "Fire!"
2. If it's safe for you to do so, phone 4444
3. Say where the fire is. Give your name and phone number.

If you hear the fire alarm (a continuously sounding siren, or shouts of "FIRE!"):

1. Get out of the building immediately by the most direct safe route:
 - Close doors behind you (but don't lock them)
 - Stay out of the building.
 2. Depending on your location in the building go to either:
 - a. The BHF walkway
 - b. Turning circle space in front of the Western Infirmary Lecture Theatre building (WILT)
 3. **DO NOT STAND ON THE ROAD.**
- This may cause an obstruction. Keep to the side so that emergency vehicles can get through.
4. Wait for further instructions. You must never go back into the building until the Fire Service, or a member of Security, say it is safe to do so.

Incident Reporting

Generally, all incidents should be reported and investigated to the extent necessary to identify not only the immediate reason for their occurrence but also by any underlying causes and to enable these to be remedied.

Minor Accidents

Basic enquiries by the injured person's supervisor about the injury should suffice.

Serious Accidents

Should be investigated by the School Safety Co-ordinator (Head of School Administration), or if the incident is of particular concern, by the Head of School assisted by the School Safety Co-ordinator and also usually the University Safety and Environmental Protection Services. The result of the investigation should be recorded using the standard School report form, supplemented by additional reports if necessary.

Procedure

All work-related accidents involving injury or damage to property **MUST** be reported to the Safety and Environmental Service. This system should also be used to report significant "near-miss" incidents. If possible, serious incidents should be reported by telephone in the first instance.

Incident Reports can be submitted to SEPS using the webform below or the printable version of the form can be used, if that is more convenient.

- Report using a webform - [Incident Report Webform](#)
- Report using a printable form - [Incident Report Form \(Microsoft Word\)](#)

So that legal time limits for reporting relevant incidents to the Health and Safety Executive are not exceeded, don't delay sending an initial report while waiting for additional information or investigating the incident - that information can be supplied later when it is available.

Serious Personal Injury – telephone Safety Office immediately at Ext. 5532

Please make sure that you have also reported the incident within your own department either to your line manager or via the local reporting system. The web form allows email addresses to be provided for this purpose.

The printable report form can be sent to SEPS in either in a paper or electronic format. The postal and email address is on the form.

Hazardous Areas

There is a research laboratory in the School this presents particular hazards for those working in this area. The Bio-Fluids Lab will have prominent signs displayed on the door.

Blue signs give compulsory instructions. You **MUST** obey these signs if you are entering the laboratory/work place where these are posted. Normally this will mean making sure you are wearing the correct type of Personal Protective Equipment, or following a defined procedure.

Yellow signs are warnings of particular hazards. Check with your supervisor before working in these areas.

When working in lab where chemical, biohazard or radiation work is being carried out you must wear the appropriate protective equipment such as safety glasses, gloves and lab coat or equivalent.

Restricted/Hazardous Areas

All University staff (including visiting academics, students and contractors employed by the University who use hazardous substances should refer to the University's Control of Hazardous Substances Policy.

Hazardous Substances

In general, the School has few chemicals which may be deemed a hazard and subject to the Control of Substances to Health Regulations 2002 (COSHH). Those which are in use, screen cleaners, etc., are safe provided sensible precautions are taken. Staff should take steps to minimise their exposure to any substances.

Risk Assessments

The School requires that any activity where a significant hazard is identified it is supported by a written Risk Assessment. The Health & Safety Co-ordinator, and Head of School Administration Chanel McIsaac, is responsible for the preparation and issue of risk assessments. This includes activities when working from home, abroad and on field trips.

A hazard is something that has the potential to cause harm, e.g. chemicals, using ladders etc.

The risk is the chance, great or small, that someone will be harmed by the hazard.

There are five steps in the risk assessment process:

1. Identify the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done.
4. Record your findings. The Risk Assessment template is on [SharePoint](#) under the "Documents" tab on the left hand side.
5. Review your assessment from time to time and revise it when necessary.

Risk Assessments are no good unless you, the worker/user, are fully aware of their content. They will tell you what risks are involved and the control measures you will need to have in place. This will then help you carry out your activity reducing the risks to yourselves and anyone else.

It is your responsibility to familiarise yourself with relevant risk assessments within your area of work.

If you feel there is a significant risk that is not currently supported by a written risk assessment, please report this to the School H&S Co-ordinator, Chanel McIsaac.

Safety Equipment

Always make sure that all required safety equipment is available before you start work. Check any personal safety equipment to make sure that it is in good condition and is fit for use. If you note any defects, do not use it and inform Health & Safety Co-ordinator.

It is a criminal offence to interfere with **any** equipment intended for either your own safety, or the safety of others.

Late and Lone Working

The School recognises that some staff and students will wish to work in the evenings, at night, at weekends or very early in the mornings. Sometimes the work is essential for scientific or technical reasons and sometimes it is because individuals prefer to work at quiet times, to make better use of special facilities, or because they have deadlines to meet in study or research programmes. When working outside of normal working hours, consideration must be given to the reduced presence of staff in the vicinity where you may be working, thus making medium and high hazard activities inappropriate unless arrangements are in place to avoid lone working.

Information on Lone Working can be found at <http://www.gla.ac.uk/services/seps/az/loneworking/>

Access

School Building is general accessible from 8am to 5pm Monday to Friday inclusive.

In order to work outside normal working hours your Access Card must be validated to give you access: permission should be sought from the School Office, in advance of any work being undertaken outside of normal hours.

Emergencies

If you become ill, feel faint or have an accident you should call Security on 4444 and they will summon help or provide assistance to you.

Lone and Hazardous Working

Lone working or work involving hazardous activities for instance in the laboratory may require extra precautions. All such work must be covered by a hazardous working risk assessment in line with the Lone and Hazardous Working Policy. This Policy does not support lone working for medium and high hazard activities. When working outside of normal working hours, due to the reduced presence of staff in the vicinity, medium hazard and high hazard activities are inappropriate unless arrangements are in place to avoid lone working.

Electrical Equipment

In general, the electric equipment is safe in normal use, but may require examination for wear and tear. Risk is increased whenever water is present: for example a nearby cup of coffee, or in the use of an electric kettle.

Computers

There is virtually no risk of electrocution when computers are used correctly.

Care should be taken at all times when drinks are placed in the vicinity of computer equipment. Spillages can increase the risk of electrocution. However, this poses more of a danger to the computer than to the user.

Portable Equipment

Portable equipment is, broadly speaking, anything that takes its power from the mains and can be unplugged. It is the responsibility of the user to periodically check that the cable and plug are in a satisfactory condition.

Fixed Installations

Maintenance of the fixed wiring around the office is the responsibility of the Estates and Buildings School. Staff must not interfere with this. Any defects should be reported to the School General Office, extension 2940, who are responsible for ensuring that the fault is reported.

Other Equipment

The School operates many other pieces of electrical equipment such as photocopiers, overhead projectors etc. Some of these present marginally greater risk than computers, where for example a trailing flex is necessary to use the equipment.

Fault and Risk Reporting

All safety hazards/risks should be reported to the School Health & Safety Co-ordinator immediately (ext. 4745). The Health & Safety Co-ordinator, and Head of School Administration Chanel McIsaac, is responsible for the preparation and issue of risk assessments.

Contractors

Many contractors on campus are undertaking building or maintenance work under the responsibility of the Estates and Facilities

Management School and are provided with H&S information by E&FM: Safety Instructions for Contractors (the “Green Book”).

If you see a contractor working unsafely or have any other problems with contractors please contact Estates & Facility Management on 0141 330 6000.

Members of staff must observe any warning signs and barriers put up by contractors and must not try to walk through contractors’ sites.

Visitors

Staff should make the appropriate office staff aware that a visitor is visiting the School. This is done through the [Visitors page](#) on SharePoint. This allows the necessary arrangements to be made in advance of the visitor arriving.

Occupational Health Unit

The Occupational Health Unit has been set up to protect your health whilst at work, assess and advise on your ongoing fitness for work and ensure that work related health issues are managed effectively.

Occupational Health examines the effects of your health on your work, and your work on your health.

The Occupational Health Unit (OHU) is an advisory service whose role is to provide impartial advice regarding fitness for work to line managers who are responsible for staff and monitoring and control sickness absence. This advice is aimed at assisting employees to regain and retain their good health and return to a suitable job as soon as their recovery allows.

The Unit is part of the Health, Safety and Wellbeing. There are two other divisions in Health, Safety and Wellbeing, (Radiation Protection Service and Safety and Environmental Protection Service), and together form one of the University Services which provide support to staff and students across the University in a variety of areas.

Information about the role of the Occupational Health Unit in the University is available at <http://www.gla.ac.uk/services/health/>

Occupational Health provides the following services:

- to protect your health whilst at work
- to assess and advise on your ongoing fitness for work
- to ensure that work related health issues are managed effectively.

For some aspects of work, Occupational Health monitors the health of University employees. This includes areas where people work with respiratory sensitisers and those working in noisy environments.

Treatment Services

Occupational Health is unable to provide a treatment service. All staff and students are advised to register with a GP close to where they live. The Barclay Medical Practice based in the Fraser Building can offer advice and treatment to those registered there, and in an emergency, to visitors and staff/students not registered.

Self-Referral

Employees can contact Occupational Health by telephone on 0141 330 7171 in order to arrange a confidential appointment to discuss the effects of their health on their work, or of their work on their health, in order to receive advice and support.

Counseling

Employees can be referred through one of the Occupational Health Co-ordinators to either the University Psychological or Counseling Services.

Using Display Screen Equipment (DSE)

The School operates a great many display screens in the laboratory and offices. These have been associated with a number of possible hazards, the principal ones being:

- Upper limb pain and discomfort
- Eye and eyesight effects
- Stress

Health Surveillance

The risk is related to the frequency, duration, intensity and pace of spells of continuous use of the display screen equipment, allied to other factors such as the amount of discretion the person has over the extent and methods of display screen use. To deal with this the relations define a user as an employee who habitually uses a display screen as a significant part of his normal work, and then go on to specify the protection that a user must have. Because it is a combination of factors that affect the degree of risk, it is not possible to lay down hard and fast rules based on, hours of use per

day, to decide who is or is not, a user.

However, it is clear that the likelihood of the principle hazards (upper limb pains and discomfort, eye and eyesight effects, and stress) affecting a user is high, unless steps are taken to prevent it. All “users” should organize their work to allow for periodic changes of activity when using DSE for extended periods.

All DSE “users” can have an eyesight test by contacting the University Health Service.

General Instructions for using DSE

- You should avoid sitting directly facing a window.
- Ideally your computer should be positioned at 90 degrees to the window.
- Your screen should be positioned in front of you, adjusted such that the top of the screen is approximately at eye level.
- You should avoid twisting your body in order to use the computer, set up your workstation to achieve a comfortable position in front of the computer.
- Adjust your computer chair such that your forearms are horizontal to the desk with your elbows at right angles. Keep your wrists flat and in a neutral position whilst avoiding resting your wrists on the desk during typing.
- When sitting, your legs should ideally be at 90 degrees and your feet should be flat on the floor or supported with a foot rest (as necessary).
- Computer chairs should have a 5 spoke base preferable with castors. All new chairs should have fully adjustable height, back support and set tip. The majority of DSE related problems are generated by computer users not adjusting their seat properly to achieve an appropriate supporting posture.

Further information can be found in the University publication: “Display Screen Equipment”.

Manual Handling

As general principal, all staff must avoid handling anything that is heavy or awkward as to put them at risk of injury. Individual capability will vary and the judgment of the staff member involved is a critical element of ensuring safe handling. Fortunately, a minimal amount of manual handling is required in relation to office work with the School.

Transporting or supporting loads by hand or bodily force can cause accidents and injuries, most commonly a strain or sprain, and often of the back. Full recovery is not always made: the result can be physical impairment or even permanent disability.

The risk of injury from manual handling is fairly high. There is always the temptation to carry more at a time than is safe. Before carrying out any work of this nature, staff should assess the task to determine how it might best be accomplished while minimizing any risk of injury. A barrow/trolley is available from the Janitor.

- Take time to fully assess the handling task
- Consider if the load can be moved by other means eg. using a barrow or trolley. If manual handling is necessary then try to reduce the load i.e. split the load.
- Approach the load and position your feet apart to provide a stable base for the lift.
- Bend with your knees, maintaining a straight back.
- Get a firm grip of the load, pulling the load close to your body.
- Lift the item in a smooth manner, utilising your leg muscles whilst maintaining a straight back.
- Move forward with the load in front of you; avoid twisting your upper body whilst carrying the load.
- Place the load and ensure it is left in a stable condition.

Travel

The University of Glasgow recognises its impact on the environment, amenity and community arising from travel by staff, students, visitors and transport generated through deliveries and other business activities. In line with its Sustainable Development Policy the University will endeavour to minimise its impact associated with travel. Its Policy on Travel will complement the University's mission and Environmental Policy; help foster good community relationships and support government policies and local strategies.

Travel modes

Information on gates and access to University grounds and information on modes of travel can be found at; <http://www.gla.ac.uk/services/estates/sustainability/travel/>

Overseas Travel and Insurance

If you are travelling overseas on University business or if you are involved in organizing overseas field trips you must follow the advice given in the University Travel Policy. Consideration must be given to the risk associated with the proposed travel with a risk assessment undertaken as part of the travel planning process.

Further information on travel and insurance can be found at the following link:

<http://www.gla.ac.uk/services/finance/staffsections/insuranceandrisk/travelinsurance/>

Children in the Workplace

The School has a duty to undertake reasonable steps to protect children and young persons from risk associated with the workplace. Children should therefore only be brought into the workplace under exceptional circumstances or as part of an organised and supervised event.

Whilst it is clear, given the nature of the risks, that children should be prohibited from entering laboratories and workshop areas, the situation regarding the risks to children in office areas may be less apparent. In all cases staff should consider with care, whether it is appropriate for children to be brought into the workplace.

Although the School has a duty of care for the safety of everyone in the building, the responsibility rests with the parent/guardian for the direct supervision of their child.

Smoking

Smoking is prohibited in the School building. Staff wishing to smoke must do so in external areas. We would ask that smoking takes place away from building entrances in order to prevent smoke drifting back into the building.

Domestic/Office Waste

Only domestic/office waste may be disposed of in the bins. Broken glass must not be put in office bins without first being securely packed to avoid the risk of cuts to cleaners, etc.

Information and where to find it

The ultimate responsibility for Health and Safety lies with the Principal. The members of the Principals Senior Management Group have the responsibility for operational implementation. The Secretary of Court has devolved responsibility to oversee this process through the Director of Health, Safety & Wellbeing.

Local management responsibility lies with Head of School and competent persons appointed by him/her.

Detailed health and safety information specific to the School is also available via Health, & Safety and Wellbeing Co-ordinator.

Please take time to locate and read the information.

Don't leave safety to chance. Take responsibility for your own safety, and the safety of others. If you see anything that you think could be dangerous tell the Health, Safety Co-ordinator or any other competent individual immediately.

We are ALL responsible for Health and Safety at work.

If you have any health and safety queries that have not been included in this book please contact your School Health, Safety & Wellbeing Co-ordinator.