Manual Handling

Manual handling includes the lifting, lowering, pushing, pulling and any other movement of a load by physical force. Wherever reasonably practicable, the need for manual handling should be removed, or at least assessed, to ensure that those carrying out the activity are not at risk of injury. Guidance on Manual Handling has been developed, including a Manual Handling Initial Assessment Tool to support those that need to consider this risk as part of an overall task assessment. A documented manual handling risk assessment is required where the risk of injury is deemed significant. Departments with staff who routinely carry out manual handling as part of their work are to be given appropriate training in manual handling. A link to a training package is available from the Manual Handling page.

Temporary Structures, including Skips

To minimise the risk of fire spread between temporary structures and an adjoining buildings, there are instructions informing you of how far such facilities should be from a building. This applies to the siting of temporary structures (including, site cabins, skips, containers, marquees, and bins with a capacity of more than 300 litres). There are strict limitations to the placement of storage facilities which the university must follow to protect the safety of our campus and to satisfy the requirements set by our insurers.

Importance of Staff Inductions

A review of incident data has revealed a noticeable increase in incidents being reported involving temporary staff. Whilst this could be connected with an increase in temporary staff over the summer months, there remains a need to ensure that inductions are completed. In practical terms recruiting an agency worker with the required skills to do the job is key, however this does not negate the need for induction training and checking that the individual is competent to carry out the work to the required standard and safely.

Personal Protective Equipment (PPE)

PPE covers items such as helmets, gloves, safety glasses, laboratory coats, dust masks and safety boots. Ordinary work clothes and uniforms are not PPE. PPE must be provided for use by staff if there is a risk to their health and safety which cannot be adequately controlled by other means. PPE should only be used when all other control measures have been considered. Specifically, there is requirement to:

- assess the needs of staff and ensure that any PPE issued is suitable;
- ensure that all PPE used is compatible (with the task(s), with the user, and other pieces of PPE);
- maintain and replace PPE as required;
- store PPE in a safe and secure place;
- train staff in the correct use of PPE; and
- ensure that staff continue to use the PPE correctly

PPE only protects the wearer. Removing the hazard or using controls at source protects everyone.

Reporting Accidents and Incidents

Any accident, incident or near miss associated with University business must be reported to the Health and Safety Department. An online form is available to support this process. As well as ensuring that the University does what it can to prevent a recurrence, you may not be aware that there are strict legal reporting processes that the University has to follow. The Health and Safety Executive (HSE) need to be informed by the H&S Dept. if persons have significant injuries, if staff are off work for more than 7 calendar days following an accident at work (even if staff return on lighter duties). Keeping the H&S Dept. informed is a line manager responsibility.

Team News

Mark Evans has recently joined the Estates Department as Health and Safety Adviser. Mark’s role is to support health and safety compliance primarily in relation to construction and major projects and is Advisor to the teams engaged in this process. One of his first roles was to ensure that the newly revised Construction Design and Management Regulations 2015 are embedded within the Estates processes.

Useful links

Report all incidents and near misses  Health & Safety webpages  Need advice on health & safety