University of Aberdeen
School Of Engineering

HEALTH AND SAFETY
RISK REGISTER

Jan 2013
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INTRODUCTION

The School is required to compile a register of the main health and safety risks which are under its control. The register lists the main sources of harm to staff, students and visitors and summarises the steps which are to be taken to manage the risks. The register has a number of purposes:

1) It provides an overview of the risks which the School is attempting to manage to allow staff and students to see clearly what the important health and safety issues are.

2) To provide staff and students who have thoughts on risks which they feel are not being adequately controlled to suggest improvements to the register.

3) Where suggestions are made for improvements to health and safety arrangements, the register provides a means to capture them and make sure that they were properly considered and then, if appropriate, translated into action.

4) Additional risks and the need for risk controls might also be identified during inspections and during investigations into accidents. Again, these proposals could be captured by the register.

5) Finally, the register would demonstrate to outsiders (for example, and HSE inspectors or insurance inspectors who came to visit) that we approach the management of health and safety in a structured and disciplined manner.
<table>
<thead>
<tr>
<th>TOPIC</th>
<th>RISK CONTROLS</th>
<th>FURTHER WORK REQUIRED</th>
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<tbody>
<tr>
<td>FIRE</td>
<td>• Procedures for responding to a fire and evacuation of building.</td>
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<td>• Fire drills and staff training.</td>
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<td>• Escape routes kept clear with no storage of combustible materials.</td>
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<td>• Fire doors kept closed. Automatic doors kept clear.</td>
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<td>• Plans of the buildings and indications of hazardous areas are stored in the Fire Information Boxes at entrance to building.</td>
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<td>• Hazard warning notices on lab. doors as appropriate.</td>
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<tr>
<td>ELECTRICITY</td>
<td>• No overloading of electrical sockets and no obstruction of ventilation of electrical equipment. Check during safety inspections.</td>
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<td>• Inspection and testing of Lab. equipment by technical staff.</td>
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<td>• Inspection and testing of office portable equipment by Estates.</td>
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<td>• All equipment brought from home must be checked by technical staff. Staff &amp; students informed at induction.</td>
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<td>SLIPS AND TRIPS</td>
<td>• No trailing cables or hoses.</td>
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<td>• Spillages cleared up promptly.</td>
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<td>• Defects in floor coverings reported promptly.</td>
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<td>• Notify all faults as soon as possible.</td>
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<td>FALLS FROM HEIGHT</td>
<td>• Ladders/steps/kick stools available to all and ordered as required.</td>
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<td>• All ladders are labelled and are inspected every 12 months</td>
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<td>• Dispose of wooden ladders.</td>
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</table>
| **MANUAL HANDLING & LIFTING** | • Manual and powered pedestrian pallet & fork trucks available. Operators should be trained.  
• Overhead cranes available. Operators must be trained.  
• Shackles & straps.  
• Appropriate servicing carried out.  
• Regular Insurance inspections required.  
• Appropriate PPE must be worn. |  |
| **COMPUTER WORKSTATIONS** | • Computer workstation assessments to be carried out for all members of staff.  
• Reassess if change of location or at 3-yearly intervals. |  |
| **LEV** | • Annual examination under control of Estates. Ensure that this happens and that repairs are carried out.  
• Replace filters as appropriate per manufacturers instructions. |  |
| **CHEMICALS** | • Work with chemicals covered by individual Risk assessments.  
• Materials Safety Data Sheets kept locally and checked during inspections.  
• All lab users to be made aware of MSDS.  
• Decontamination of equipment to be certified before maintenance.  
• Spills to be cleaned up immediately. |  |
| **FLAMMABLE LIQUIDS** | • Store in designated cabinets. Check during safety inspections.  
• Use spark proof refrigerators for cold storage.  
• During storage, be aware of chemical incompatibility |  |
| COMPRESSED GASES | • External store for stock cylinders.  
• Internal locations to be maintained in floor plan.  
• Unaccompanied transport in lifts.  
• Trained and Authorised staff to connect regulators.  
• Regular inspection and replacement programme for regulators. Regulators to be replaced every 5 years. |
| CONTRACTORS | • All contractors under the control of Estates to obtain permission before working in Labs.  
• All contractors brought in by the School must get H&S info. |
| LONE WORKING | • No lone working in labs. other than low risk work activities approved by supervisors.  
• Persons working alone outside working hours to notify security control. |
| OUT OF HOURS WORKING | • No out of hours working in the laboratories by undergraduate students unless authorised by supervisor after consulting with designated staff.  
• Technical staff must be notified in advance.  
• Supervisors to approve out of hours working in labs by post graduate students.  
• Equipment left running unattended out of hours must be approved and an “Out of Hours” permit displayed. |
| LASERS | • Local rules and arrangements overseen by Schools Laser Protection Supervisor.  
• Local Laser Protection Supervisors for each laboratory in which lasers are used.  
• Persons working with lasers to be trained, authorised and monitored. |
| ACCIDENTS | • Accidents and any near miss to be reported. |
| WASTE       | Chemical and electrical equipment must be disposed of in accordance with regulations.  
|            | Follow Hazard Data sheets information for correct disposal of chemicals.  
|            | Information to be conveyed to lab users at induction. |
| DUST & FUMES| LEV must be used where provided.  
|            | Dust masks must be worn during cement works. These must be a minimum of FFP2.  
|            | Requirements for face fit testing is individually assessed.  
|            | Appropriate masks and ventilation must be used when spray painting |
| NOISE      | Ear protectors provided.  
|            | Where necessary obtain sound level readings.  
|            | Where noise affects areas out with the laboratory consideration will be given working outside normal hours. |
| FIELD TRIPS| Minibuses with members of staff as Authorised drivers with correct driving licence categories and additional driver training.  
|            | All mini-busses to be provided with: first-aid kit, fire extinguisher and Section 19 permit.  
|            | All drivers to have filled in the University Insurance Declaration form.  
|            | List of trip participants, trip itinerary/ timetable left with main office.  
|            | Risk assessments to be carried out for each trip by course leader-store in appropriate file in office.  
|            | Field trip First Aid kits checked regularly and sterile items kept in date.  
<p>|            | Where the trip involves an overnight stay a First Aider must be on the trip. |</p>
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<thead>
<tr>
<th>Section</th>
<th>Requirements</th>
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| MACHINERY                | • Only trained operators.  
• Guards to be used as a matter of course.  
• Use lockouts or other safe system to prevent accidental energising of machinery during maintenance. Check at safety inspections |
| Destructive & Non-Destructive Testing | • Only trained operators.  
• Guards to be used as a matter of course.  
• Inductions should identify training needs to be conveyed to supervisor. |
| PRESSURE VESSELS         | • Only trained persons to operate and maintain pressurised system.  
• Guards to be in place as appropriate  
• Air receivers and pressure vessels to be maintained and inspected.  
• Register to be kept up to date |

Reviewed by: E Stephen  
Date: 08 Jan 2013