Estates & Facilities

Health and Safety Manual & Management Arrangements

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1.0 SCOPE

This Manual is intended to detail how the University of Aberdeen manages its health and safety risks within the Estates & Facilities Directorate.

This Manual and the Health & Safety Management Systems are written in alignment with the local regulations and legislation which confirms that each element will be continually reviewed to identify ongoing improvements.

2.0 INTRODUCTION

This Manual defines the roles and responsibilities of the Estates & Facilities management and employees, confirms the setting of objectives and strategies and outlines our health and safety procedures.

Our Objectives and Strategies:-

- Avoid injury to our employees, visitors and contractors.
- Avoid damage to our property.
- Ensure that we carry out our activities safely and prioritise health and safety as our key business objective.
- Always follow our Safe Systems of Work and conform to the Risk Assessments for each task.
- Work to legal requirements as a minimum standard to achieve Best Practice throughout our Directorate.
- Always insist on high standards of health and safety when dealing with others.
- Strive for continuous improvement in health and safety performance.
We will put this into practice by:-

- Making sure we consider health and safety whenever we plan anything.
- Identifying hazards and assessing risks to see whether our control measures are adequate or need to be improved.
- Setting ourselves measurable health and safety standards and targets with dates for implementation.
- Monitoring how well we are achieving them (for example, through audit and inspection) and recording results.
- Reporting and recording all accidents and near misses and investigating them to see why we have not been able to prevent them.
- Consulting our employees to get their views about possible health and safety problems and solutions.
- Communicating all necessary Health and Safety information to our employees.
- Providing necessary training for our employees so they can meet their health and safety responsibilities.
- Meeting basic workplace welfare requirements, having appropriate first aid and fire precautions and employers liability insurance in place.
- Making the time every month to see how we are progressing, recording our findings, and where necessary, setting new targets for improvement.

Our Health & Safety Management Systems are compiled in line with OHSAS 18001:2007 Occupational Health and Safety Management Standard, which will be updated to ISO 45001 later in 2021.

Consequently the Estates & Facilities Directorate continually reviews its Health and Safety policies and procedures to ensure they remain suitable and sufficient for the business needs, are in compliance with the University of Aberdeen's Health, Safety and Wellbeing Policy and are effectively implemented.
3.0 ORGANISATION AND RESPONSIBILITIES

The responsibility for implementing this Manual lies directly and personally with management from the Director of Estates & Facilities through to every member of staff.

3.1 DIRECTOR OF ESTATES & FACILITIES

The Director of Estates & Facilities shall ensure that:

- A Health and Safety Policy is established for the Directorates activities.
- Appropriate resources are allocated to meet the requirements of this Health and Safety Manual.
- Specific responsibilities for policy implementation are assigned to the responsible line manager.
- The effectiveness of this Manual is regularly reviewed and revised, at least annually.
- Positive leadership is provided by themselves to the senior management team.
- Appropriate monitoring activities are in place to ensure that the requirements of the Health and Safety Policy and this Manual are being met.

3.2 DEPUTY DIRECTORS, HEADS OF SERVICE AND ASSISTANT DIRECTORS

Responsibility and authority for implementing this Manual is delegated by the Director of Estates & Facilities to the Deputy Directors, Heads of Service and the Assistant Estates Directors who shall ensure that:

- They fully understand the requirements of this Manual.
- This Manual is implemented for all of the Estates & Facilities activities.
- Employees receive sufficient information, instruction, training and supervision to ensure their ongoing health and safety.
- Safe plant, equipment and systems of work are provided and maintained.
- Materials are handled, stored and transported safely and in an environmentally friendly manner.
- A satisfactory accident and near miss reporting system is implemented and maintained.
- Management and supervisory staff exercise due diligence in carrying out their health and safety responsibilities.
- All practicable steps are taken to fulfil our statutory obligations.
- Effective systems and procedures for assuring health and safety are implemented.
- Supporting the development and implementation of safe, healthy and environmentally sound working practices and procedures that meet the University’s requirements.
- Ensure that systems are formulated and implemented which assure the safe and environmentally sound design and construction of operated facilities and ensure the continued integrity of such facilities, plant and equipment.
- They provide instruction, guidance, training and support to staff that report directly to them to enable such staff to undertake their own health and safety responsibilities.
- Up to date procedures are maintained for the control of foreseeable emergencies and that tests on their effectiveness are carried out through regular exercises and drills.
- Regular arrangements for consulting employees, supervisors and contractors on health and safety matters are maintained.
- They provide clear leadership to promote a high degree of health and safety awareness among their staff.
- Adequate programs of health and safety inspections and reviews are carried out for areas under their control.
- They regularly review individual health and safety responsibilities and objectives for their staff.
- They monitor, in conjunction with the University’s Occupational Health Consultants, the occupational health details of all staff reporting to them.
3.3 ESTATES & FACILITIES HEALTH AND SAFETY MANAGER

The Health and Safety Manager has been appointed as the senior management representative responsible for Health and Safety issues within the Estates & Facilities Directorate and is responsible for:-

- Ensuring the Health and Safety Management Systems are established, maintained and implemented in accordance with the business needs and the requirements of OHSAS 18001 as a benchmark standard, (ISO45001, 2021)
- Advising line management on all Health and Safety issues.
- Advising and supporting managers to discharge their responsibilities with regard to the development and implementation of this Health and Safety Manual.
- Supporting the development, co-ordination and implementation of Health and Safety systems in accordance with the relevant international standard and auditing all sections on a routine and structured basis.
- Preparation and introduction of procedures to ensure that:
  - Safe plant, equipment and systems of work are provided, operated and maintained so as to minimise risks to health and safety.
  - All contractors and their personnel engaged on our premises understand and comply with the Estates & Facilities Health and Safety Policy and our safety processes as detailed within our Contractors Health & Safety Handbook.

- Assisting in investigations after accidents, near misses and dangerous occurrences to identify where improvements can be made and to prevent future recurrence.
- Co-ordination of safety training for staff throughout Estates & Facilities.
- Reporting to the Estates & Facilities Senior Management Team on accident and near miss statistics, completed toolbox talks and site inspections on a basis for recommending areas of improvement.

3.4 ESTATES & FACILITIES SECTION MANAGERS

Managers are responsible for ensuring;

- They understand the requirements of this Manual and that it is implemented for all works under their control.
- Employees receive sufficient information, instruction, training and supervision.
- Regular health and safety meetings are undertaken as per our Terms of Reference for the Health and Safety Leadership Group.
- Safe plant, equipment and systems of work are provided and maintained.
- Materials are handled, stored and transported safely and used in accordance with their Hazardous Substances Risk Assessments.
- Accident and near miss reporting procedures are implemented and followed.
- They exercise adequate control and direction over all operations / functions under their control ensuring adequate control measures are taken to minimise risks.
- The development and implementation of health and safety working practices and procedures that meet industry standards and comply with relevant statutory requirements. This includes the production Risk Assessments, Safe Systems of Work and Hazardous Substances Risk Assessments (CoSHH), and ensuring these are communicated to all relevant staff members.
- The provision of instruction, guidance, training and support to supervisory staff under their control to enable them to undertake their health and safety responsibilities.
- The day-to-day implementation of health and safety practices.
- They report any accident or near miss to the Health and Safety Manager and respective Manager.
- Appropriate investigations are undertaken to ensure that appropriate steps are taken to prevent a recurrence.
- Procedures are maintained for the control of foreseeable emergencies for areas under their control.
- Regular arrangements for consulting employees, supervisors and contractors on health and safety matters are maintained.
- They provide clear and positive leadership in health and safety matters.
- They establish and regularly review individual health and safety responsibilities and objectives for all staff under their control.
3.5 SUPERVISORY STAFF

Each Supervisor is directly responsible to their Manager for ensuring, where appropriate that:

- Adequate job supervision is maintained so that the application and maintenance of Safe Systems of Work, working standards and practices is assured.
- Plant, tools and equipment are in a satisfactory condition, well maintained and free from possible hazards.
- Personnel are trained in the skills associated with the tasks they are asked to perform and are aware of all the health and safety risks identified in the relevant risk assessment for that task.
- Formal procedures, risk assessments, safe systems of work, work process and safety is complied with at all times.
- Methods used for carrying out individual operations are safe and consistent with good working practices.
- All accidents are reported to their immediate Manager and investigated so that the necessary remedial steps can be taken to prevent a recurrence.
- Employees are aware of their individual safety responsibilities including the need to report any unsafe acts, near misses, unsafe conditions or chemical spillages they witness.

Each Supervisor is, therefore, required to be actively involved in the following duties:

- Reviewing details of every operation with their Manager, the Health and Safety Manager, other Supervisors and employees as appropriate, to ensure all factors likely to affect health and safety have been fully considered and appropriate action taken.
- Selecting competent personnel to accomplish each task, briefing them fully on the work to be done, (especially before the commencement of new and complicated tasks) including holding a pre-job discussion, verification of understanding of risk assessments and the monitoring of the progress of each part of the work.
- Briefing employees on the safety hazards associated with their activities so as to create a high level of health and safety awareness among work groups.
- Investigating all near misses arising from or relating to activities under their supervision, making recommendations to prevent a recurrence of similar events and following up to ensure that agreed improvements are being pursued.
- Encouraging employees to identify and report unsafe acts and conditions by adopting an enthusiastic and supportive attitude.

3.6 EMPLOYEES

By virtue of current legislation all employees have a duty through their acts or omissions to look after their own health and safety and that of others.

Each employee has a duty to:

- Work safely, conduct themselves in a safe manner, take reasonable care for the health and safety of themselves and others
- Carry out activities in accordance with the safe systems of work, instructions and standards.
- Co-operate fully with management and other employees in ensuring that our health and safety responsibilities are fulfilled.
- Become familiar with this document and any other information issued relating to health and safety at their place of work.
- Alert their supervisor to any potential hazards, which they are able to identify in the course of their work and Stop Work where they believe there is a serious and imminent risk to their health and safety and the health and safety of others that cannot be easily and reasonably prevented.
- Maintain a good standard of housekeeping in the area in which they are working.

Employees must not:

- Participate in any act, which they know, may endanger themselves or their colleagues.
- Undertake any task or operation for which they have not received adequate training or for which they lack suitable tools, equipment or protective clothing.
- Operate plant and equipment that they know to be inadequately guarded or otherwise in an unsafe condition.
- Avoid taking unsafe short cuts or fail to follow established rules and procedures.
3.7 SPECIFIC DUTIES

Health and safety matters are regarded as line management responsibilities, but for reasons of operational efficiency, some tasks are assigned to third parties. The assignment of these tasks does not dissolve or remove the responsibility from line managers to ensure that the tasks are carried out safely and they are carried out effectively.

4.0 HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

4.1 HEALTH AND SAFETY MANAGEMENT PROCEDURES

The Estates & Facilities Health and Safety Management Procedures are intended to detail how we manage our risks. These are based on industry guidelines, applicable legislation and associated codes of practice.

4.2 RISK ASSESSMENT, SAFE SYSTEMS OF WORK, MANAGEMENT AND CONTROL

It is the responsibility of the manager for each area to ensure that Risk Assessments and Safe Systems of Work are undertaken for all activities carried out in areas under their control. The manager must ensure that their staff always read, understand and agree with the Risk Assessments and Safe System of Work for all work tasks.

Managers must ensure that all personnel under their remit are involved in the process of compiling risk assessments and informed of all findings of all risk assessments including hazards and risk control measures adopted.

This will be done by a combination of job briefings, induction programmes and training programmes supplemented by documented instruction, toolbox talks, procedures or notices as appropriate.

Copies of completed Risk Assessments must be countersigned by all employees to confirm their understanding of these and displayed in the appropriate work area. Signatures can be recorded by way of toolbox talk attendance.

Risk Assessments will be reviewed on an annual basis or when there is a need to do so, i.e. a near miss or new plant or equipment is introduced.

4.3 HAZARDOUS SUBSTANCES RISK ASSESSMENTS

It is the responsibility of the manager for each area to ensure that hazardous substances and materials are risk assessed in line with the Control of Substances Hazardous to Health Regulations (COSHH).

Copies of completed COSHH risk assessments must be countersigned by all employees to confirm their understanding of these and displayed in the appropriate work area. Signatures can be recorded by way of toolbox talk attendance.

4.4 PERMIT TO WORK

Estates & Facilities operates Permit to Work procedures for Entry to Confined Spaces, Hot Works, Roof Access and Permit to Dig. It is the responsibility for the manager in charge of the works to ensure that the Permit to Work procedure is adhered to in all cases.
4.5 ACCIDENT, INCIDENT & NEAR MISS REPORTING

All accidents, incidents, near misses and dangerous occurrences must be recorded and managed in accordance with our Accident Investigation & Reporting Procedure.

It is the responsibility of the manager of each area to ensure that the details of such accidents and near misses are recorded and that the Senior Management Team, including the Health and Safety Manager, are informed of the accident or near miss. This may also result in a fault being raised to the Service Desk to have the issue resolved.

Accidents will be investigated in accordance with the Accident, Incident & Near Miss Investigation and Reporting Procedure with the investigation being undertaken by the appropriate manager and the Estates & Facilities Health and Safety Manager, which would make up part of the Accident Investigation Team.

All employees have a legal duty of care to report any accidents, near misses or situations that could cause someone injury if they were not to be rectified immediately.

Take Responsibility – Do Not Walk By – Report It
4.6 OCCUPATIONAL HEALTH

The University provides an occupational health programme / monitoring for all employees. The purpose of the service is to:

- Provide baseline clinical information for employees exposed to potential hazards at work.
- Ensure that their employees’ health is not being adversely affected by the work they are undertaking or by the work of others.
- Identify any health problem that may impact on an individual’s fitness for work.
- Provide advice and guidance to employees regarding any modifications to lifestyle that may lead to better long-term health.

It is the responsibility of Human Resources (working in conjunction with the manager of each employee) to ensure that all employees are covered by the University’s occupational health arrangements.

4.7 FIRE PRECAUTIONS

In accordance with the University’s Emergency and Fire Precautions Policy, Estates & Facilities staff participate in periodic drills and exercises to validate their suitability and practicality.

The University undertakes Fire Risks Assessments for all of its premises and Estates & Facilities ensures provisions of adequate fire detection and mitigation equipment.

In accordance with the building Fire Risk Assessment, Estates & Facilities will ensure adequate numbers of personnel are trained in the use of firefighting equipment.

4.8 NOISE / VIBRATION

Exposure to noise and vibration will be controlled to limit risks and ensure compliance with the legislative requirements.

The manager responsible for each section shall assess exposure to noise and vibration and take appropriate preventative actions where necessary.

4.9 ELECTRICAL SAFETY

Estates & Facilities shall ensure that all electrical equipment is maintained to ensure it is suitable for its intended use and that it remains in good order.

Portable electric hand tools shall be subject to regular inspections to ensure working order. Electrical equipment used within high risk zoned areas shall be suitable for use within the zone classification.

Electrical equipment and installations within each section will be inspected at set intervals by an approved electrical contractor or qualified electrician.

4.10 MANUAL HANDLING

Where possible we shall minimise Manual Handling through the use of mechanical lifting equipment.

Where this cannot be done, we shall undertake an assessment of the Manual Handling risks and implement suitable controls to manage these.

4.11 DRIVING ESTATES & FACILITIES VEHICLES

The operation of all vehicles within Estates & Facilities is restricted to trained / authorised personnel only. All Driving Licences will be checked for all drivers who require to drive on public roads in Estates & Facilities vehicles.

All vehicles shall be maintained in good working order. Records of operator inspections, maintenance and all statutory examinations shall be organised and maintained by the appropriate manager of that section.
4.12 LADDERS AND PORTABLE ACCESS PLATFORMS

All ladders and portable access platforms (including man baskets) shall display unique ID, and be subject to periodic examination. All faulty equipment shall be withdrawn from service.

All ladders shall be of an approved design and material, be equipped with anti-slip safety feet and shall be used in accordance with the manufacturer’s instructions.

Other than for light work of a short duration, 30 mins max, ladders and step ladders shall not be used as a working platform.

Portable ladders of metal construction shall not be used for electrical work.

4.13 GRINDING MACHINES, ABRASIVE TOOLS & CUTTING TOOLS

Only persons who have been trained and authorised are allowed to mount or change abrasive wheels.

Grinding machinery / abrasive cutting tools shall be used and maintained in accordance with the manufacturer’s instructions.

All grinding stones and cutting discs shall be fit for purpose and for use with the particular machinery we use.

4.14 HAND TOOLS

Hand tools (hammers, chisels, files, spanners, knives etc.) may only be used for they intended purpose and shall be subject to periodic visual inspections to ensure they remain in good order.

4.15 COMPRESSED GAS CYLINDERS

Flammable gases such as acetylene and propane shall be stored separately from oxygen cylinders. Carbon dioxide, argon and nitrogen can be stored with either flammable gases or oxygen.

Cylinders shall be used and stored in the upright position, secured to prevent them from toppling, and fitted with flash - back arrestors.

Cylinder valves shall be turned off when the cylinder is not in use.

All cylinders, valves, gauges and hoses shall be subject to regular inspections, as per the relevant legislation, to ensure they remain in a safe and good working order.

4.16 HOT WORK

All hot work undertaken by our own staff or contractors will be subject to our Hot Work Permit.

Welding, burning and grinding operations shall be subject to risk assessment by a competent employee of Estates & Facilities.

4.17 PERSONAL PROTECTIVE EQUIPMENT

Estates & Facilities shall provide both general and task specific PPE (free of charge) to employees. We will provide all necessary protective clothing for employees in the performance of their job.

The requirement to wear PPE, including eye protection, and the classification of this shall be defined within Risk Assessments and Safe Systems of Work.

Employees are required to use PPE in accordance with information, instruction and training and report any loss or damage to the PPE.
4.18 DSE ASSESSMENTS

For employees who are defined as operators of DSE equipment we will arrange an eyesight test and where this indicates that the employee requires glasses specifically for work with display screen equipment, we will provide the basic glasses as per the University Policy.

4.19 OFFICE SAFETY

Estates & Facilities shall maintain safe working practices to identify and minimise risks generated from office based activities. All office based staff must read and sign the office based risk assessment.

4.20 ASBESTOS

In itself, the presence of asbestos does not normally present a hazard since asbestos will be mixed with other substances and sealed with paint or encapsulated with other materials.

The risk of exposure to respirable asbestos dust is negligible in normal circumstances, dust surveys have shown that installations in good condition do not release hazardous fibres unless subjected to mechanical disturbance.

When an asbestos related problem is suspected it is important that persons in workplaces ensure that the matter is promptly referred to the Health and Safety Manager for immediate investigation and action in accordance with established procedures.

In any case when an asbestos related problem is suspected, the area involved should be locked to all personnel (where practicable) or at least placed out of bounds and the Health and Safety Manager informed immediately.

4.21 RESTRICTED ACCESS

All areas of high risk e.g. boiler and plant rooms, ducts and labs, will be appropriately identified to prohibit unauthorised entry. Only designated staff will be supplied with the relevant key to the areas they are permitted to enter. All other staff should not be accessing these areas without an authorised key holder.

Areas identified as restricted access must be adhered to at all times, and only those persons authorised may enter these areas.

4.22 LEGIONELLA

The Director of Estates & Facilities will ensure that a suitable and sufficient assessment will be completed to identify and assess the risk of exposure to legionella bacteria from work, learning, leisure activities and water systems on the premises and any necessary precautionary measures, control measures and procedures are implemented where applicable.

The assessment will be regularly reviewed and will also be reviewed when there is reason to believe that the original assessment may no longer be valid.

4.23 WORKING AT HEIGHT

Working at Height is defined as work in any place where a person could fall from a distance which is liable to cause personal injury.

Where working at height cannot be avoided a risk assessment should be completed on the activity to be undertaken, the equipment to be used and the ability of the individual(s) carrying out the task. A safe system of work should then be implemented and adhered to.

Roof Access – No access is permitted to any roof area without the authorisation and agreement of an Estates & Facilities Manager who will agree a Safe System of Work and will issue a Roof Access Permit.
4.24 YOUNG PERSONS

The University has an especially high duty of care towards employees, who have reached school leaving age (around 16 years of age) but have not reached 18 years of age. The University will show a higher duty of care towards the ‘Young Person’, and emphasis will be on ensuring that the Young Person’s level of interpretation and understanding of their own responsibilities is in line with the requirements expected under law, and in regards to this policy. Young Persons shall:

- Comply with the requirements identified by any relevant ‘Young Persons’ risk assessments.
- Comply fully with this Manual and any other health and safety guidance given by their appointed manager.
- Whenever in doubt, stop the work immediately and seek advice from their appointed line manager.

4.25 PREGNANT EMPLOYEES

In order for Estates & Facilities to fulfil its legal obligations and in line with an individual's legal obligations, any employee who knows they are pregnant should notify their Manager or HR Advisor as soon as possible.

Once notified, the pregnant employee and her line manager shall carry out an appropriate risk assessment of the employee’s tasks/activities to ensure she and her unborn child are not put at any unnecessary risk.

4.26 LONE WORKERS

Lone Workers are classified as persons who are required to work by themselves without close or direct supervision. All such persons are required to ensure that they are conversant with the University Lone Working Policy and any specific Safe System of Work for Lone Working within their section.

Lone Workers will ensure that the area they are working within is safe and that they follow the instructions set out by the Safe System of Work or Risk Assessment.

An employee who in the course of their work is required to work alone must advise their manager if they have any health problems which could put them at additional risk.

4.27 PERSONS WITH DISABILITIES

Any employee who has a disability is requested, if they wish to do so, to notify their Manager or HR Partner of the disability and advise if they would like an assessment carried out to identify if they require any additional support whilst at work.

Once notified, the Manager of the employee will carry out an appropriate assessment of the employee’s tasks/activities to ensure they are not put at any unnecessary risk and any support identified during the assessment is implemented.

4.28 CONTRACTORS ON CAMPUS

All contractors who are asked to come to our Campus must use Reset to sign into the campus. These terminals are based at Security/Porters desk at Dunbar Street, Polwarth, Hillhead and Bedford Road.

- RAMS for the works must be obtained at least a week in advance of any work commencing, to allow you to check they are suitable and sufficient, generic RAMS will suffice for generic work only.
- All contractors must be inducted and given a copy of the Contractors H&S Handbook.
- Ensure the contractor signs into Reset at Security so as we know where they are and what they are doing. Any Contractor not signed into Reset will be asked to stop work and return to security.

The responsibility for these essential health and safety requirements rests with the person requiring the works to be carried out. This responsibility cannot be diluted, removed or transferred to any other person.
5.0 TRAINING AND COMPETENCE

All staff and all our contractors should have the appropriate qualifications, experience and knowledge to perform their work safely and with due regard to their colleague’s health and safety.

Managers shall ensure that work within their area of responsibility is properly defined and documented and that personnel employed to conduct the work are competent to do so. Managers shall identify the health and safety training needs of their staff and make appropriate arrangements to conduct such training and to ensure refresher training is monitored with the use of the Training Matrix, held on the E&F shared drive.

Managers are also responsible for ensuring the core online training, or equivalent toolbox talk, is carried out for all their staff.

6.0 COMMUNICATION AND WORKFORCE INVOLVEMENT

Managers shall encourage and promote two-way communication and involvement of employees in the development, implementation, monitoring and improvement of the Estates & Facilities Health and Safety Management System.

This shall include task / team briefings, health and safety forums and toolbox talks.

7.0 HEALTH AND SAFETY REQUIREMENTS OF CONTRACTORS

All contractors working for Estates & Facilities are required to provide verification of health and safety provision / awareness proportionate to the risk associated with their activities.

All contractors working on our campus shall be subject to complying with our Contractors Health and Safety Handbook.

8.0 EMERGENCY RESPONSE

Managers shall ensure that suitable emergency procedures are developed and maintained to cover all potential emergencies applicable to the particular location.

All staff shall be made aware of and where appropriate trained in their specific roles in case of an emergency. Emergency procedures or relevant parts of these should be displayed on notice boards throughout each location.

Alarms, emergency equipment and procedures shall be properly maintained, regularly tested and where appropriate, improvements made and additional training given to personnel.
9.0 MONITORING AND CONTROL

The following arrangements detail how Estates & Facilities monitors its health and safety performance.

9.1 AREA AUDITS

Each Manager shall carry out a proportionate health and safety audit of their working environment, plant, tools and equipment. Verification of these shall be issued to the Health and Safety Manager through the provision of audit checklists.

9.2 HEALTH AND SAFETY INSPECTIONS AND TOURS

All Managers and Supervisors are required to undertake periodic tours of the work areas. Details of any unsafe act or condition identified as part of these shall be reported to the responsible Manager and the Health and Safety Manager.

9.3 HEALTH AND SAFETY AUDITS

The Health and Safety Manager shall conduct independent audits of activities at locations with or without prior notice. If in the opinion of the Health and Safety Manager, any serious risk or hazard identified during an audit represents an imminent risk to the health or safety of staff the activity shall be suspended.

As soon as practical after the audit, a report shall be prepared detailing any specific health and safety issues noted during the audit and the actions taken or recommendations made. Should the report identify a deficiency and recommend remedial action, the responsible line manager shall prepare a plan detailing the action to be taken, nominating the action party and detailing the schedule.

9.4 STATISTICAL REPORTING

The Health and Safety Manager shall produce monthly statistics of the health and safety performance including lost time injuries, road traffic accidents, near misses, toolbox talks completed and site inspections carried out.

9.5 REVIEW AND IMPROVEMENT

The Estates & Facilities health and safety performance will be reviewed on an on-going basis by the Health & Safety Manager in conjunction with the Senior Management Team, to identify opportunities for improvement.
HEALTH AND SAFETY POLICY STATEMENT

Estates and Facilities will establish and implement a Health and Safety Management System to manage the risks associated with our premises and activities.

We will:-

Comply with the University of Aberdeen’s Health, Safety and Wellbeing Policy as set out by the Principal and Vice-Chancellor.

Regularly monitor our performance and revise our Health and Safety Management System as necessary to ensure we achieve our objective of continuous improvement.

Provide sufficient resources to meet the requirements of current health and safety legislation and aim to achieve the standards of ‘Best Practice’ applicable to our activities.

Actively promote an open attitude to health and safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.

Communicate and consult with our staff on all issues affecting their health and safety, in doing so, bring this Policy to their attention, encouraging their participation.

Provide adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.

Carry out and regularly review risk assessments to identify hazards and existing control measures. We will prioritise, plan and complete any corrective actions required to reduce risks to an acceptable level.

Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.

Ensure that responsibilities for health and safety are allocated, understood, monitored and fulfilled. Health and safety is a line management responsibility and individual members of staff are required to take responsibility for the activities under their control.

Retain access to competent advice and assistance through the support of the Estates & Facilities Health and Safety Manager, thereby ensuring that we are aware of relevant changes in legislation and ‘Best Practice’.

Provide health surveillance for staff where appropriate and maintain records.

Co-operate with all contractors on our sites, including construction sites, to ensure that they are aware of any identified risks to their employees and other people exposed by their activities and that we are aware of any identified risks to our employees from their activities. We must also ensure that they comply with the requirements of the relevant legislation.

It is the duty of all of us when at work:-

To take reasonable care of our own health and safety.
To take reasonable care of the health and safety of others who may be affected by what we do or fail to do.
To co-operate with the Estates and Facilities requirements so that we can all comply with our legal responsibilities.
To ensure that we do not interfere with or misuse anything provided in the interests of health and safety.
To contact your Line Manager or the Estates & Facilities Health and Safety Manager with suggestions to improve our current health and safety arrangements.

Angus Donaldson
Director of Estates and Facilities
11.0 STOP WORK POLICY STATEMENT

It is the policy of Estates and Facilities to maintain a safe and secure work environment to minimise against any risk of exposure to personal harm to our employees, visitors and our contractors whilst on our sites.

It is your absolute legal right, without any repercussions, to leave, propose to leave, refuse to return to a workplace or refuse to work where you believe there is a serious and imminent risk to your health and safety and that of others that cannot be easily and reasonably prevented.

As such it is the duty and right of every employee and contractor to activate a Stop Work Authority whenever they see, feel or suspect there may be a serious risk of immediate harm to themselves, their work colleagues or visitors to our campus.

It is also your duty to take appropriate steps to protect yourself and others when facing serious and imminent danger.

This applies to all employees and contractors on all our premises and whilst undertaking works off site on our behalf.

Any situation which leads to a Stop Work Authority must be reported to a line manager and will be treated with the utmost confidentiality and will be fully investigated by the appropriate line manager and the Health and Safety Manager. The work activity should be stopped until the issue(s) causing concern are fully investigated, addressed and it is deemed safe to proceed.

To emphasise, health and safety is the responsibility of all of us.

When required, you are hereby empowered by the Director of Estates and Facilities to use your Stop Work Authority.

Angus Donaldson
Director of Estates and Facilities
12.0 GOLDEN RULES

The University of Aberdeen Estates & Facilities Directorate has introduced Golden Rules to promote and enhance our Health and Safety Policy, our safety culture and our commitment to avoiding injury to employees, students, contractors, visitors and members of the public.

It is expected that all personnel working for Estates & Facilities adhere to them and for our contracting companies to incorporate them into their own Health and Safety Management Systems.

The Golden Rules are not intended to replace any existing procedures but to complement and enhance their importance. If we all follow and adopt the basic principles of the Golden Rules I am confident that we can all contribute in bringing our safety performance to an even higher level.

Please help by embracing the Golden Rules and by communicating them to all staff via email, safety briefings and toolbox talks.

- RISK ASSESSMENTS
  Ensure that you always read, understand and agree with the risk assessment for all work tasks

- SAFE SYSTEMS OF WORK
  Ensure that you always read, understand and agree with the safe system of work for all work tasks

- TRAINING
  Ensure that you are always trained for all work tasks you are asked to perform

- WORK EQUIPMENT
  Ensure that you use the correct tools and equipment for each task and keep them in good working order

- WELLBEING
  Ensure that you take regular breaks away from your work area

- HOUSEKEEPING
  Ensure that you always keep your workplace clean, tidy and safe at all times

- PPE
  Ensure that you always wear the correct PPE for all work tasks

- WORK PERMITS
  Ensure that you always have the required work permit for all work tasks

- COMMUNICATION
  Ensure that you communicate all health and safety related matters that concern you

- STOP WORK
  Ensure that you always Stop Work if you feel there is an immediate risk to anyone’s health or safety

Angus Donaldson
Director of Estates and Facilities