



**COSE College Office  
Statement of Health and Safety Policy  
2017 Edition**

As the Director of College Professional Services, I am responsible for ensuring effective arrangements for maintaining the health and safety at work of all College Office staff (and visitors) are in place. I also recognise successful management of health and safety can only be effectively achieved through the concerted effort and active participation of every staff member. Success relies entirely on the contribution each person makes towards health and safety. Each of us have a part to play in ensuring all significant hazards have been identified and all foreseeable risks for injury and ill-health eradicated or minimised.

Safety requirements imposed by law set a minimum standard and so far as resources and conditions reasonably permit, we should aim to achieve progressive and continual improvement in safety standards.

All staff within the College Office must observe health and safety rules and standards. Indeed the University community expects us to set a good example in this respect. Deliberate contravention of such rules and practices may result in disciplinary action.

I intend to review this policy statement for management of health and safety at relevant intervals. If you have any suggestions for additions or improvements, please contact [scieng-hoc-pa@glasgow.ac.uk](mailto:scieng-hoc-pa@glasgow.ac.uk).

Gordon Duckett  
*Director of College Professional Services, CoSE*

September 2017

## **Accident Reporting**

Any accident or injury must be reported promptly.

Gordon Duckett and an appointed First Aider within the office must be informed of any serious accident or injury immediately. An 'Injury or Dangerous Occurrence Report' form must be completed. Forms can be found at:

<http://www.gla.ac.uk/services/seps/accidentemergencies/>

The University's Accident and Incident Reporting policy is available on the Safety and Environmental Protection Services (SEPS) web pages.

<http://www.gla.ac.uk/services/seps/accidentemergencies/incidentreporting/>

University Safety and Environmental Policies adopted by the University Court are also available at:

<http://www.gla.ac.uk/services/seps/policies/>

## **Asbestos**

Many of the University buildings date from periods when asbestos was widely used in construction and various asbestos containing materials can be found in the fabric of buildings across the campus. Estates & Buildings have taken steps to ensure these materials do not pose a risk to occupants during normal use of our buildings.

To ensure any asbestos containing materials remain in a safe condition, work which involves disturbance to the fabric of the buildings MUST NOT be initiated without prior consultation with Estates & Buildings. Even the simple action of drilling a wall for shelving may potentially cause damage to asbestos containing materials and release airborne fibres resulting in that area being closed off until satisfactory air tests have been carried out.

## **Display Screen Equipment (DSE)**

We all use PCs on a daily basis and, as such, are all users under the DSE regulations.

<http://www.gla.ac.uk/services/seps/az/computers/>

Everybody in the office is allowed the discretion to arrange their work to allow periodic changes of activity away from the computer screen and should use this discretion if they have to use a computer for extended periods.

Everybody is encouraged to use the various courses on using computers which are arranged by Computing Services. You are free to arrange the layout and adjustment of your own computer workstation in a way that suits you. Information on DSE workstation assessment and safety is available on the SEPS website <http://www.gla.ac.uk/services/seps/az/computers/> to minimize the occurrence of eye and musculoskeletal problems that can arise from poorly set out equipment.

## **Domestic waste**

Only domestic waste should be disposed of in the office bins. Please recycle white paper (and other recyclable paper products) in the recycling bins provided.

## **Electrical Safety**

Maintenance of the fixed wiring within the building is the responsibility of Estates & Buildings. Please do not interfere with or modify fixed wiring or sockets. Report any defects in these to Estates & Buildings.

You must not damage the fabric of the building (except for trivial things like drawing pins) both because of the risk of asbestos release and also to avoid contacting and damaging cables and pipes. If you have any doubts put in a works request to Estates & Buildings through: <http://www.gla.ac.uk/services/estates/>

If you bring any new electrical equipment into the building, ensure it is visually inspected and has no obvious defects before you plug it in. Equipment must also be added to the local register of equipment requiring Portable Appliance Testing (PAT). Please let [scieng-hoc-pa@glasgow.ac.uk](mailto:scieng-hoc-pa@glasgow.ac.uk) know.

The College is not responsible for any personal electronic equipment left within the office.

## **Fire**

If you smell burning and have any reason to suspect a fire, activate the fire alarm from the nearest call point by breaking the 'break glass' panel.

Level 3 in the Boyd Orr Building has automatic smoke and/or heat detection which, if triggered, set off the alarm but you should not rely on this for activation of the alarm.

The College Office fire officer is Drew Beaton. The alarm sounder is tested weekly at 08.15hrs on a Wednesday morning by the Building Superintendent. If the alarm sounds for more than a few seconds, or at any other time, it is not a test and you should leave the building and gather on the pavement beside the Boyd Orr Building at the top of Ashton Road. Do not re-enter until you have been told it is safe to do so by the attending University fire officer or by Strathclyde Fire & Rescue personnel.

Fire drills are held twice a year. Fire notices are located throughout the building.

There are fire extinguishers (CO<sub>2</sub>) in corridors. Please find out now where the nearest extinguisher is in relation to your place of work and make sure you know how to use it. Fire blankets are available in the kitchen areas on Level 3 of the Boyd Orr Building.

All staff will be expected to attend fire safety training on a regular basis – on appointment and at three-yearly intervals thereafter.

## **First Aid**

A first aid box is kept in the kitchen beside Room 310.

The College Office First Aiders are Lynn Esson (4374), Evelyn Love (7486), Jacquie Ross (7458) and Catriona Blair (7483). In the event of an injury please contact them in the first instance. If they are not available, seek help from Central Services' emergency and crisis line on ext 4444 or go directly to an A&E Department.

**In the case of a medical emergency, call an ambulance using 999 or contact the University's emergency and crisis line on Ext. 4444.**

## **Ladders and Step Ladders**

It is not anticipated any College staff members would need to use ladders or step ladders within the office.

All staff should be aware of the guidance for using ladders or step ladders on the SEPS web pages <http://www.gla.ac.uk/services/seps/az/laddersandstepladders/>

## **Lone Working**

If you are alone in the building outwith normal working hours, please ensure you take appropriate measures to ensure your safety. Ensure that main doors are locked and your own office door is locked. If you have to move around the building, take your mobile phone.

The University emergency and crisis number is (4444).

Any risk associated with lone working at events should also be assessed. Please refer to the University's policy on Lone Working which can be found on the Safety and Environmental Protection web pages <http://www.gla.ac.uk/services/seps/az/loneworking/>

## **Manual Handling**

Most routine handling work in the Boyd Orr Building will be with office stationery and small equipment. Carrying these should be within capabilities of all of us, but care should still be taken. Do not try to carry more than one 5-ream box of paper, for example. Anyone needing to carry out heavier or more complex lifting activities should contact SEPS to arrange suitable training.

## **Occupational Health and Health Surveillance**

Occupational Health (OH) provides a support service which promotes and preserves both the physical and mental wellbeing of all staff.

- 1.1 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 work related health issues are managed effectively.
- 1.2 Services Available
  - Fitness Assessment;
  - Advice relating to concerns at work.

The following will take you to the Occupational Health web pages

<http://www.gla.ac.uk/services/occupationalhealthunit/>

### **Risks and Hazards**

Staff identifying risks and hazards, examples include items blocking corridors and exit ways, trailing wires and unstable storage, remove these where possible or report to [scieng-hoc-pa@glasgow.ac.uk](mailto:scieng-hoc-pa@glasgow.ac.uk). Risk Assessments are in place for our work activities and associated equipment/materials. Please contact Lynn Esson (4374), Evelyn Love (7486) or Jacque Ross (7458) to obtain the relevant form.

### **Smoking**

Smoking is not permitted in any part of the Boyd Orr Building or any other building in the University, this includes the use of e-cigarettes or vapour cigarettes. The University's policy on smoking requires smokers to move away from the outside of buildings so non-smokers are not exposed to second-hand smoke through open windows or when entering or leaving buildings.

### **Stress and Management of Stress in the Workplace**

The following link will take you to the University's Policy for Managing Stress & Mental Wellbeing in the Workplace [http://www.gla.ac.uk/media/media\\_178812\\_en.pdf](http://www.gla.ac.uk/media/media_178812_en.pdf)

### **Use of Vehicles on University Business**

If you are using your own private car, a University vehicle or a hired vehicle you must possess a valid licence and relevant insurance for that class of vehicle, including for business use, and abide by all relevant legal requirements. Drivers must not use mobile phones whilst driving. Please follow the guidance in the University Transport Services document entitled 'The Use of University Vehicles – Guidance Notes'.

If you have any comments about any aspect of this policy and especially if you have ideas about how it can be improved, please let <a href="mailto:scieng-hoc-pa@glasgow.ac.uk">scieng-hoc-pa@glasgow.ac.uk</a> know.
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