

## GCU Health and Safety Department

### Frequently Asked Questions

#### Policy and Procedures or H&S Management

#### Q. Where can I get a copy of the University Health and Safety Policy and Procedures?

- A. The University Health and Safety Policy and procedures can be accessed and downloaded from the Health and Safety website.

Anyone who does not have access to the internet or printing facilities, can contact the Health and Safety Department on ext. 8214 and we can send a current copy to you.

For further information, please refer to:

<http://www.gcal.ac.uk/healthandsafety/policies/index.html>

#### Q. What systems are in my workplace to monitor safety performance?

- A. Performance is measured via a series of active and reactive monitoring systems.

Active monitoring is carried out at **School and Professional Support Department** level through:-

- assessment and delivery of local training needs;
- routine inspections and health and safety tours;
- Occupational health surveillance, (where appropriate);
- environmental monitoring, (where appropriate);
- direct observation of compliance with health and safety standards.

A key element of reactive monitoring is the collection and analysis of incident reporting data. This data is reported to the University Health and Safety Committee, Executive, School and Professional Support Department Committees so that standards can be monitored and where necessary, improved in order to prevent future incidents

- A H&S Management System audit process covering the key areas of Policy, Organising, Planning and Implementing and Measuring and Reviewing Performance

- Inspection reports and recommendations for improvement from the regulatory authorities including Scottish Environmental Protection Agency, (SEPA), and the Health and Safety Executive, (HSE).
- Regular reports provided by the H&S Department on H&S performance, accident/incident analysis and Occupational Health for the attention of the Director of Human Resources and the University H&S Committee, Health and Safety Forum, School and Professional Support Departments.

GCU recognises that the management of H&S is an ongoing programme of continuous improvement as highlighted by the output of the various local H & S committees across the University.

### Q. How are the risks in my workplace assessed?

- A. There is a legal requirement for the University to ensure that the risks involved in their work activity is assessed and significant risks recorded.

Where the risk assessment indicates that there are specific risks for example, working with computers, manual handling and chemicals, then a specific assessment should be conducted.

A risk assessment is a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

The 5 steps to risk assessment are:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on the precautions
4. Record your findings and implement them
5. Review your assessment and update, if necessary

A **Hazard** is anything with the potential to cause harm.

**Risk** is the likelihood of injury or ill-health occurring from a hazard together with the severity of injury or ill-health if exposed to the hazard.

To conduct risk assessments, the Schools and Professional Support Departments have trained local assessors. (H & S training courses are available through the Organisational Development Department – please refer to: <http://www.gcal.ac.uk/odonline/index.html>).

To find out who your local assessors are, contact your local Health and Safety Committee or the Health and Safety Department. For a full list of the School and PSD H & S Committee Chairs please refer to:

[School and PSD Health and Safety Committees](#)

The risk assessment should be recorded on the University proforma. Please refer to:

[http://www.gcal.ac.uk/healthandsafety/policies/appendix3\\_mgt.pdf](http://www.gcal.ac.uk/healthandsafety/policies/appendix3_mgt.pdf)

For further information on conducting a risk assessment, the Health and Safety Executive (HSE) has produced a leaflet "5 steps to risk assessment" which can be accessed by following the link:

## Advice

### **Q. Who do I contact if I have a concern about health and safety?**

- A.** If you wish to raise a health and safety issue you should first raise it with your line manager, either directly, or through your health and safety co-ordinator or safety representative.

At any stage, a University Adviser may be contacted for guidance, however the responsibility for the resolution of a problem would remain within the School or Professional Support Departmental Management process.

### **Q. Where can I find other external sources of health and safety information?**

- A.** The Health and Safety Department website contains links to websites operated by third parties, which can be accessed from the 'Health and Safety Topics' section of our site.

The links are provided for convenience and information purposes only. The University has no control over such websites and accepts no liability for their content. For further information, please refer to:

<http://www.gcal.ac.uk/healthandsafety/policies/index.html>

## Working with Computers

### **Q. I work with a computer, do I need a DSE assessment?**

- A.** Members of staff who are regular users of display screen equipment (DSE) should have a DSE assessment carried out.

The University has an online training and risk assessment software package called Cardinus. The comprehensive instructional module takes just 35 minutes to complete. At the end, you should understand the requirements of the DSE regulations, how to adjust your chair, the importance of short but frequent pauses or changes of activity and more. Following completion of the assessment, your local DSE assessor will follow up on issues raised that you have not been able to resolve.

To gain access to Cardinus, please contact Gordon Barr, IT Trainer either by e-mail or on ext. 1260.

**Q. Are there DSE Assessor courses available in the University?**

**A.** Yes. All designated assessors must receive DSE Assessors training which is provided through the Organisational Development (OD) Department.

For further information, please refer to the OD sourcebook:

<http://www.gcal.ac.uk/odonline/calendar.html>

## Security/Lone Working

**Q. Who do I contact about security?**

**A.** Campus Security is situated in the City Campus of Glasgow Caledonian University. If you would like to speak to someone in complete confidence regarding a security matter or in the event of an emergency, please contact ext 3787.

For further information, please follow the link to the Facilities Management website:

<http://www.gcal.ac.uk/facmgmt/Departments/security.html>

**Q. Can I be left alone at my place of work?**

**A.** There are no restrictions on working alone – it will depend on the findings of a risk assessment.

A Lone worker can be anyone who works by themselves without close or direct supervision.

Some common examples which can be found within the University are;

- A person working on their own in a workshop or laboratory.
- Home workers.
- Persons working in an office or classroom on their own.

- People working outside normal hours on their own.
- Mobile workers who work away from the University on their own.

A risk assessment should identify the hazards of the work, assessing the risks involved, and putting measures in place to avoid or control the risks.

Control measures may include instruction, training, protective equipment and supervision, for example,

- periodic checks on lone workers i.e. visual
- periodic contact with lone worker i.e., telephone
- general or specific alarms for emergencies
- checks on lone workers to ensure they have returned to the University or home on completion of activities

For people working on their own, especially in the evening and at weekends, arrangements can be made through the security office. For further information, please refer to:

<http://www.gcal.ac.uk/facmgmt/Departments/loneworker.html>

<http://www.gcal.ac.uk/healthandsafety/policies/documents/LoneWorkingPolicy.pdf>

## Emergency Procedures

### Q. What should I do if there is a fire?

**A.** Any member of staff or student discovering a fire should set off the alarm at the nearest available fire alarm point and should immediately call the telephone operator (ext 2222) (or 0141 331 3000 if using a landline or mobile phone) giving details of the location of the fire. Such information to include, where possible, floor and room numbers.

When the alarm sounds, staff and students should evacuate the building along the nearest fire escape route as quickly as possible, without stopping to take equipment or possessions. LIFTS MUST NOT BE USED. Since each building has a separate fire alarm, only the building in which the alarm is sounding will be evacuated. Evacuation of other buildings will be authorised, if necessary, by the Fire Convenor.

All occupants should proceed to the designated Fire Assembly Point. Assembly points are indicated on Fire Action Notices throughout the building.

Do not re-enter the building until advised to do so by the Fire Convenor.

For further information on Fire Safety, please see the attached links or contact the University Fire Safety Adviser on 331 3906.

For further information, please refer to:

<http://www.gcal.ac.uk/healthandsafety/fire.html>

<http://www.gcal.ac.uk/healthandsafety/policies/index.html>

## Accidents and Incidents

### Q. How do I report an accident?

A. All accidents, incidents and near misses should be reported to the Health and Safety department using the incident form (S1). A first aider will complete this, if they have attended an incident.

### Q. Where can I get Accident Forms and an Accident Book?

A. To request accident forms or an accident book, please contact the Health and Safety Department on ext 8214 or please e-mail [Kirsteen.Bremner@gcal.ac.uk](mailto:Kirsteen.Bremner@gcal.ac.uk)

### Q. Are there any accident and incident statistics within the University?

A. All accidents and incidents reported to the Health and Safety Departments are recorded onto our in-house database and statistics are collated on a regular basis. A summary report and statistics are reported to the University Health and Safety Committee, Health and Safety Forum, Schools and Professional Support Departments twice a year.

### Q. What happens after an accident/incident has been reported?

A. All accidents and incidents should be reported by sending all 3 copies of the incident form (S1) to the Health and Safety Department.

Where the accident or incident requires some form of follow up investigation, the form is sent to the relevant member of staff within your School or Department, for example, the Chair of the School/Departmental Health and Safety Committee or your Line Manager, for investigation. The completed form is then returned to the Health and Safety Department.

On some occasions, the incident will require some form of follow up investigation by the Health and Safety department in consultation with relevant personnel from the School or Professional Support Department.

## First Aid

### Q. How do I contact a First Aider?

- A. If you require a First Aider, please contact the switchboard on **2222** from any phone in the University. During out of hours, this number will automatically be diverted to Security.

### Q. I would like to be a First Aider – who do I contact?

- A. A First Aider is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate. The training has to have been approved by the Health and Safety Executive (HSE). First Aiders will be expected to be part of the First Aid rota and to commit to one week a month on duty.

Any member of staff who wishes to be a first aider should contact the Occupational Health Adviser either by e-mail or on ext. 8228.

For further information please refer to:

<http://www.gcal.ac.uk/occhealth/firstaid.html>

### Q. I'm a first aider, what do I need to know?

- A. Newly qualified First Aiders will be issued with a personal First Aid kit from Occupational Health on completion of the First Aid Course.

The First Aid rota is produced by Facilities Management. The rota is produced at the end of each month. You will be expected to commit to one week a month, but rarely two consecutive weeks in a month, unless there are exceptional circumstances. You will be notified by email when you are on duty. If for any reason you are unable to take the phone, can you please let Liz McDowell know on ext. 3000 but preferably by email. This should be as far in advance as possible so that someone else can be allocated that weeks duties. All mobile phones must be collected Monday morning and returned Friday afternoon to the George Moore Reception. Reception desk opens at 09.00a.m. and closes at 17.00hrs.

Newly qualified First Aiders will work alongside a more experienced First Aider until they feel competent to act independently. Please make the Receptionist aware when you collect the phone for the first time that you are newly qualified.

### Q. Where do I get first aid supplies?

- A. First Aid supplies are held in the George Moore Building, ground floor – opposite the mail room. The key which is issued with your First Aid phone should allow you

access to all the First Aid Rooms. If you require any first aid stock, then please contact either Janice Dixon on ext. 3529 or Ann Craig on ext. 3790 .

**Q. I was trained as a first aider prior to joining GCU, can I be a first aider in the University?**

**A.** Yes, if your qualification is recognised by the HSE and is current. Please contact Occupational Health so that you can be registered within the University. If you have previously trained and your certificate has expired and you wish to retrain, then please contact Occupational Health.

GCU Health & Safety