Appendices

Appendix 1: Example Induction Information

When managers/supervisors welcome new staff/post-graduate research students they should state that they take health and safety seriously, and any concerns that a staff/student may have should be brought to their attention immediately. They should also detail:

- Incident reporting procedure and the importance of reporting all incidents irrespective of their seriousness
- The name(s) of the school or directorate safety advisor(s) and other safety personnel, for example the radiation protection supervisor and biological safety advisor
- The name and contact details of first aiders
- Where to find the school or directorate safety policy and copies of risk assessments
- That they should read the staff health and safety handbook if they haven't already done so
- Location of safety notice board/Sharepoint
- The names and contact details of trade union safety representatives
- Contact information for the occupational health service (occupationalhealth@dundee.ac.uk)
- What the fire alarm sounds like, when it is tested, how to get out of the building and where to assemble if fire alarm sounds, where the nearest call point is if they find a fire
- The number to dial in an emergency (for example 4141 or 2222) such as a fire
- The procedures for working out of hours
- How to access the Display Screen Equipment self-assessment system, name of the DSE workstation assessor and the importance of taking regular breaks from working at a PC
- How to use, clean/maintain, replace and store between use any personal protective equipment
- Any local rules, for example good laboratory practice
- That no personal electrical equipment should be brought into work
- That electrical equipment should be switched off before going home, and visually checked for damage before use
- That faulty equipment should be unplugged, clearly labelled faulty and sent for repair before further use
- That slips, trips and falls are major causes of injury and so they should clean up spills immediately, keep their work area tidy and report faults such as broken tiles to Estates and Buildings via the fault reporting online form
- That injuries from lifting or carrying objects are very common and that they should follow the guidance in the staff health and safety handbook
- The risks associated with working at height and controls to be implemented
- That more information can be found on the Safety Services website (www.dundee.ac.uk/safety)

Appendix 2: Slips, Trips and Falls Checklist

Building:	**Room:**
Person Performing Check:	**Date:**

Slips, Trips and Falls checklist		**Yes**	**No**	**N/A**	**Action date**
1	Floor surfaces and coverings level and even				
2	Handrails in place as appropriate				
3	Maintenance of steps/stairs				
4	All walking surfaces in good repair				
5	Adequate lighting in all areas at all times, no shadowed spots				
6	Items stored at floor level that might cause trips				
7	Adequate access/egress to all places of work				
8	Likelihood of spillages making surfaces slippery				
9	Demarcation of passageways and storage areas				
10	Vision panels in doors with heavy traffic				
11	Areas of pedestrian traffic congestion				
12	Management of electrical cables				
13	Use of stepladders etc to access storage				
14	Deliveries – temporary obstruction				
15	Floor surface materials appropriate for area				
16	Entrance matting appropriate/in good order				
17	Carrying material/equipment frequently in area				
18	Friction rating of floor surfacing materials				

Appendix 3: Risk Assessment Guidance and Resources

How to Undertake a Risk Assessment

We all do risk assessments as part of our everyday life. Examples include deciding when/if to cross a road, how much shopping to put into a bag, whether to take an umbrella with us or not. Risk assessment is not the reserve of risk or safety professionals, and legislation never intended it to be. Everyone can carry out general workplace risk assessments by following this and other guidance and having the will to do it thoroughly.

Essentially, a risk assessment is a decision-making process that involves a careful and systematic investigation 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.

It involves the following steps:

1. Finding out what could cause injury/ill health to people either doing the activity or being affected by it (i.e. identifying hazards). When identifying hazards (which usually involves observing the people carrying out the activity) make sure you know about the various types of harm that can occur. For example, a chemical may be poisonous but may also be very flammable. Safety data sheets are key to identifying hazardous properties of chemicals.
2. Thinking about who could be affected and how. Work out the different ways people could be harmed and how seriously. That is, assess the risks or bad outcomes – for example, a spill of diesel gives a fire risk, but it also makes the ground slippery for anyone walking on it, so burns and slipping/falling injuries are both possible. Remember to think about everyone who could be affected and not just the people carrying out the work (e.g. cleaners, maintenance staff, and visitors-both expected and unexpected).
3. Consider what, if anything, is already being done to prevent injury/ill health from happening. Usually, there are some safety measures in place, even if it just a warning sign or simple barrier to keep people away from the hazard or dangerous activity.
4. Weigh up whether it is reasonable to do more to prevent or reduce the risk of injury/ill health, and if it is, tell someone what to do and by when. When making this decision it is helpful to consider available guidance and refer to best practice, as well as discussing with colleagues to gain several points of view of what is reasonable.
5. Write down the significant risks you have identified and what you are doing to control them. It is essential that you discuss or bring the key findings to the attention of people affected by the activity.
6. Make sure you review the assessment in the light of any changes or new information that comes to light, and at least every two years to check your decision remains valid.
7. Ask your health and safety advisor or union Safety Representative for advice if you are unsure. If necessary, they will contact Safety Services for advice.

When taking action to prevent injury or ill health, the following hierarchy of controls should be considered:

- Can the hazard be removed altogether? (e.g. don't do the activity or change the way of doing the task to remove the hazard)
- Can the hazard be replaced by something less hazardous or in a different (less hazardous) form (e.g. solution instead of a powder)?

- Can people be kept apart from the hazard, so they are not exposed to it? (e.g. enclosure of process or distance guarding)
- Can the hazard be controlled or reduced? (e.g. use smaller quantities, ventilation for fumes)
- Can the exposure of people to the hazard be reduced? (e.g. limited time or staff access)
- Can personal protective equipment and training reduce risk?
- Are there remedial measures that can be taken after harm has occurred? (e.g. quickly accessible washing facilities)

When deciding if more can reasonably be done to prevent injury or ill health, you can consider cost (money, time or disruption) but the decision making process is not one of balancing the costs and benefits of measures equally but, rather, of adopting measures **except** where they are ruled out because they involve grossly disproportionate sacrifices (e.g. not carrying out an essential activity, purchasing enormously expensive machinery to automate a task done infrequently or refurbishing an entire facility to permit one activity). Usually, however, it will be expected that all but the costliest control measure is adopted.

And finally, remember the standard is one of reasonableness and not perfection.

Much more information is available on the Safety Services web site (www.dundee.ac.uk/safety) and on the HSE website (www.hse.gov.uk). Google is also your friend.

How to Access the Online Risk Assessment System

The online risk assessment system can be accessed using the process below and can be used as part of the School/Directorate process for managing risks in the workplace.

1. Activate VPN on your computer if you are off campus
2. In a web browser navigate to https://filemaker.dundee.ac.uk/fmi/webd
3. Click on the icon called “uod_safety_database”
4. Log in with your University username (e.g. jbloggs) and password
5. Click on the button called “uod_safety_database”
6. Your School/Directorate should be pre-populated, but can be changed if needed
7. Select the type of risk assessment you need
8. You can view existing assessments from your School/Directorate as well as from others

Your health and safety adviser will be able to assist you with using the database or you can ask Safety Services.

Basic Risk Assessment Form - University of Dundee

Unit	**Name of Assessor**	**Name of Approver**
Activity	**Signed**	**Signed**
Date Approved	**Date staff informed**	**Date for Review**

What are the hazards?	**Who might be harmed and how?**	**What are you already doing?**	**What further action is necessary?**	**Timescale for Action**	**Person responsible for implementation**	**Date completed**

Appendix 4: Lone Working Information

How to Access the Lone Worker Questionnaire

The Lone Working Self-Assessment and Request Form can be accessed using the process below and can be used as part of the School/Directorate process for Lone Working Requests.

1. Activate VPN on your computer if you are off campus
2. In a web browser navigate to https://filemaker.dundee.ac.uk/fmi/webd
3. Click on the icon called “uod_safety_database”
4. Log in with your University username (e.g. jbloggs) and password
5. Click on the button called “Lone Worker Self-Assessment”
6. Fill in the required details, following the instructions provided

Once the questionnaire has been completed, the nominated line manager receives notification overnight and has to review the assessment and deal with any issues that are noted in the assessment. This may require involvement of Occupational Health, Disability Services, or Safety Services. Once the line manager agrees that the worker is suitable for lone working, they return a signed copy of the PDF assessment to the worker who can upload this to the system as a record of the completed assessment. A new assessment should be completed if there is a change to the worker that means they may no longer be suitable for lone working (e.g. they develop a medical condition that puts them at elevated risk when on their own) or change to the work that may mean the worker is no longer capable of undertaking it alone.

Hybrid Working Guidance

The University policy on hybrid working requires that health and safety matters are addressed as part of permitting a person to work in a hybrid manner. Information relating to health and safety for hybrid workers can be found on the Safety Services Sharepoint site at: Hybrid working

Appendix 5: Manual Handling Risk Assessment Form and Guidance

Risk Assessment Form

Please use the link below to access the University of Dundee Manual Handling Risk Assessment form:

UoD Manual Handling Risk Assessment.pdf

HSE Guidance and tools

The HSE website contains information on managing the risks of manual handling:

https://www.hse.gov.uk/msd/manual-handling/index.htm

HSE MAC tool (for manual handling activities):

https://www.hse.gov.uk/pubns/indg383.htm

HSE RAPP tool (for repetitive activities):

https://www.hse.gov.uk/pubns/indg478.htm