



Health and Safety Newsletter: No 6  
December 2010

# HEALTH & SAFETY *matters*

## Common Sense Common Safety...

A report by Lord Young of Graffham to the Prime Minister, following a review of the operation of health and safety laws and the growth of the compensation culture, has been published.

**Proposals directly affecting the HE sector, including Loughborough University, centre on measures to deal with;**

- **the compensation culture,**
- **low hazard workplaces,**
- **health and safety legislation, and,**
- **the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.**

**Recommendations and proposals in respect of these measures to include;**

- restricting the operation of referral agencies and personal-injury lawyers, controlling the volume and type of advertising they can engage in, and introducing a simplified claims procedure.
- simplification of risk assessments for low hazards workplaces, (such as offices), interactive risk assessment tools and checklists on the HSE website, online video demonstrations of best practice.
- consolidation of H&S law, greater co-operation with the EU to create proportionate and easily understood laws for business.
- amending RIDDOR to ensure it is the best approach to gathering accident stats.

**The reports recommendations also cover;**

- **Raising standards;** a new Occupational Safety Consultants Register (OSCR) to be set up in January 2011,
- **Insurance;** the simplification of a system for the hiring of consultants and for better consultation between the insurance industry and business to ensure that worthwhile activities are not curtailed unnecessarily,
- **Education;** simplified H&S systems for schools in respect of trips and other activities,
- **Local authorities;** more accountability to the public for health and safety decisions affecting public events,
- **Working with larger companies;** an enhanced role for the HSE working with large multi site organisations,
- **Combining food safety and health and safety inspections;** (largely already done!),
- **Police & fire services;** exemption from investigation and prosecution when in course of their duties, and,
- **Adventure training;** abolish the current licensing regime with a voluntary code of practice.

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Loughborough  
University

# Christmas Fire Safety

It's that time of year once again and as we approach the festive season, people are looking forward to their busiest, and hopefully happiest, time of the year. This period is also when people may be particularly vulnerable to the dangers from fire. When we are busy, fire safety is rarely the first thing we think of.

## Some top tips for Christmas trees

Always choose a freshly cut tree. To test a tree, strike the stump down on a firm surface. If needles fall off, the tree is too dry.

Before setting up, cut off 1 to 2 centimetres from the bottom, then place in the stand, which should be filled with warm water.

The tree could absorb as much as a gallon of water the first day, so ensure that it is always kept well watered.

Secure the tree firmly to prevent it from falling over.

Place the tree away from heat sources and open flames.

Trees must not be placed in staircase enclosures, corridors or in any area that may obstruct a means of escape from a building.

If you need advice, please feel free to contact the Fire Officer in the Health, Safety & Environment office on 222182.

## Artificial Christmas trees and Christmas tree lights

All artificial trees should be flame retardant.

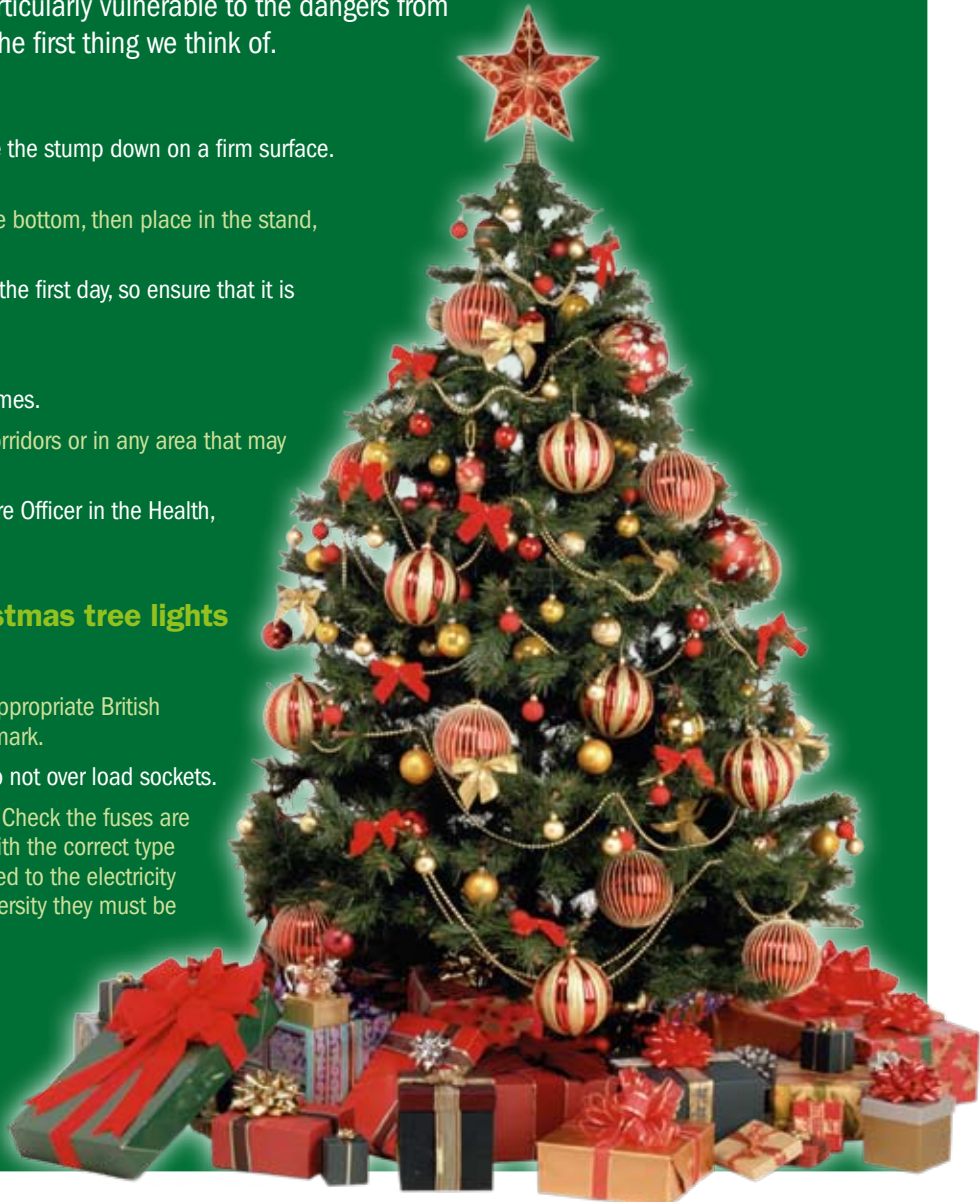
Fibre optic trees and lights should conform to the appropriate British Standard. Always look for the British Standard kite mark.

Avoid trailing flexes and cables across floors and do not over load sockets.

Avoid leaving lights on unattended for long periods. Check the fuses are the right type and when bulbs blow, replace them with the correct type of bulb. Do not adjust lights whilst they are connected to the electricity supply. If Christmas lights are brought in to the University they must be PAT tested before use.

## Christmas decorations

All paper and other artificial trimmings should be flame retardant. They must be hung securely and not hung near to light fittings or other sources of ignition.



## Feedback from the University Health, Safety & Environment Committee – 20 October 2010

The University Health, Safety and Environment Committee (HSEC) met on 20 October 2010. Items for discussion included the membership and terms of reference of the Committee, an annual review of the effectiveness of the Committee, how the health and safety management would fit in with the restructuring of the University. The committee received a report on the progress of the plan of work for the HS & E office for 2009-10 and the new plan for 2010-11.

The meeting also received a report on new and current insurance claims against the University and accident statistics. The Fire Officer reported on statistics for the last reporting period.

Papers and minutes can be seen at; [www.lboro.ac.uk/admin/committees/hsec/meetings/index.htm](http://www.lboro.ac.uk/admin/committees/hsec/meetings/index.htm). Click on "Agenda" and link to the relevant paper or click on "Minutes" for the meeting you require.

Don't forget that Departmental Safety Officers (DSO's) can raise items for discussion at HS & EC, so if you've got something you want discussed, please let one your Faculty DSO representative know. They are Rachael Jermyn (SSH), Gary Wagg, (Engineering) and Shirley Horner, (Science). Please let them know in good time, and at least two weeks before the date of the meeting. The deadline for items to go to the Committee secretary is 3 February 2011, the next meeting being held on 17 February 2011.

## New & forthcoming health and safety laws



Please note the following new and forthcoming health and safety laws. Further details can be found at; [www.hse.gov.uk](http://www.hse.gov.uk).

### Legislative Reform (Contained Use of Animal Pathogens) Order 2010 (LRO)

The proposed LRO will amend Section 1(1) of the Health and Safety at Work etc Act 1974 (HASAWA) to remove the restriction that limits the Health and Safety Executive's (HSE) legal powers to protecting human health. The LRO will extend the general purposes in HASAWA to protecting against risks to animal health arising from work with animal pathogens and those pathogens not being adequately contained and provides the legal mechanism to enable HSE to make regulations in relation to animal pathogens.

### Amendment of the Health and Safety at Work etc. Act (Application outside Great Britain) Order 2011

The 2009 Variation Order was introduced to ensure that certain high risk offshore work activities (e.g. the construction of wind farms beyond our territorial sea) were subject to the Health and Safety at Work etc. Act 1974 (HASAWA). The 2009 Variation Order had a sunset clause until 5 April 2011. As such work activities are ongoing, and HSE is not yet in a position to introduce a new Order, a 2011 Variation Order is proposed to maintain the current position. The 2011 Variation Order will result in no additional costs to industry.

### The Docks (Amendment) Regulation 2011

This is a proposal to remove the requirement in Reg 8(2)(f) of the Docks Regulations 1988 for a certificate confirming the safety of a vessel used to transport a person at work in dock operations to or from any working place in dock premises. It does not include vessels such as tugs and pilot boats.

### Pipelines Safety Regulations

The Pipelines Safety Regulations (PSR) 1996 provide for the management of pipeline safety and apply to all pipelines in Great Britain and to all pipelines in territorial waters and the UK Continental Shelf.

When the Regulations were introduced in 1996 there were some elements that were withdrawn from the Regulations that required further consideration, with the understanding that they would be provided for by way of amendments to the Regulations. Following a further review by HSE the proposed amendments to the Regulations went out to formal consultation which ended on the 1st March 2010.

### The Health and Safety (Fees) Regulations 2011

Updates fee levels and allows for charging for conventional health and safety inspection (in certain circumstances) on Nuclear and COMAH sites and part of the Gas Transportation networks.

## Health, Safety & Environment office news

As from 1 October, the HS & E office comes under the direct control of Facilities Management. Cathy Moore, Health, Safety & Environment Manager, has joined the FM leadership team. Cathy reports to Andrew Burgess (Director of Facilities Management) as her line manager, but the office retains its reporting line to the Provost and Chief Operating Officer. In the new structure Cathy and the HS & E team retain the independence and objectivity required for advising, auditing and reporting on health and safety for the University as a whole, including FM.

## Relocation! Relocation! Relocation!

The Health Safety & Environment office has moved. On 23 November 2010, the HS & E office moved to the Loughborough Innovation Centre. The office contact details remain unchanged.

## Laser safety news

The Laser Safety Technical Group (LSTG) met on 9 November 2010. Matters discussed included University procurement policy, compliance with the University Laser Safety Code of Practice, risk assessment and safety audits. The laser inventory has been up dated and the list is held centrally by the HS & E office. The Laser safety code of practice and the Laser Safety Policy are available to view at; [www.lboro.ac.uk/admin/hse/](http://www.lboro.ac.uk/admin/hse/)

### DSO profile -

#### David Travis

David is Departmental Safety Officer (DSO), for the Department of Aeronautical and Automotive Engineering.



He has nearly 30 years experience in the aerospace industry in which he trained as a toolmaker and then went on to be in charge of mechanical and building maintenance and as a health and safety officer. Whilst in his job, David gained the Nebosh certificate. He joined the University in 2004 as a laboratory technician in the Wolfson School of Manufacturing

and Mechanical Engineering and in 2007, successfully achieved the roles of Departmental Superintendent and DSO in AAE. David's main roles are the day to day running of the Department, responsibility for health and safety requirements for staff and students and to lead a team of highly skilled technicians.

## Departmental Safety Officers (DSO) Forum

The fourth DSO Forum was held on 14 July 2010. DSO's once again gathered together from around the University to network, and to talk to fellow DSO's. It's an opportunity for DSO's to meet, share and discuss ideas, problems etc.

After lunch, the speaker, Martin Cook from 3M gave a most interesting and informative presentation on the correct selection, use and maintenance of Respiratory Protective Equipment (RPE) and in particular the importance of face fit testing as part of controls required by the Control of Substances Hazardous to Health Regulations.

The next DSO Forum is to be held in January 2011, (speaker and precise date to be announced)

## Training resources

The Health Safety & Environment office holds a library of training DVD's and videos which can be borrowed by departments. They cover subjects such as manual handling, health and safety in the office, risk assessment and Coshh. Older videos cover subjects as diverse as dermatitis, fire safety and ladder safety. If you would like to borrow a resource, please contact Hugh Weaver on 222183.

## Training News

The HS & E office has developed a training programme of suitable training courses which are available to University staff. Some courses are optional and others are mandatory. They can be arranged by the HS & E office or via the staff development website. Please have a look at the training matrix on the HS & E web site, ([www.lboro.ac.uk/admin/hse](http://www.lboro.ac.uk/admin/hse)), for information on courses.

These health and safety training courses and workshops are advertised on the Staff Development web site ([www.lboro.ac.uk/service/sd/hs/index.html](http://www.lboro.ac.uk/service/sd/hs/index.html)). You can register your interest and book yourself on to the course of your choice.

You will find the courses listed under "Upcoming Health and Safety training activities" and you can register your interest in each course, by clicking on the "more information" link next to each title.

Courses available at the moment include;

- Coshh awareness
- Workplace noise assessment
- Risk assessment workshops
- Compressed gas safety training
- Management and risk assessment of manual handling operations
- Manual handling – safe lifting techniques
- Vibration – user training
- Departmental Safety Officer training



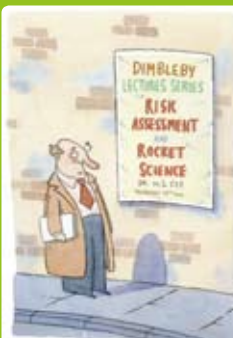
Please take up these free training opportunities and register for the courses of your choice as soon as possible. Where dates are not set, once sufficient numbers of people are registered, the courses can be arranged. So its first come, first served!

## Health & safety myth:

**Risk assessment is too complicated for me to do!**

### The Reality

Carrying out a risk assessment should be straightforward. It's about focusing on real risks and hazards that cause real harm and, more importantly, taking action to control them.



## Accidents Can Shatter Lives

Every month throughout the country over a thousand people suffer serious injuries as a result of slips, trips or falls in the workplace.

These shattering injuries can be avoided by sensible and proportionate management of the risks. This year, the HSE embarked on a campaign called "Shattered lives". It was an attempt to assist employers to reduce the risks from slips, trips and falls. The campaign involved the HSE producing two new e-learning tools called, "STEP" and "WAIT", initiating a ladder exchange initiative and developing educational and promotional materials such as the poster shown, which is specifically aimed at the higher education sector.



### Remember;

- Help to keep your workplace clean and tidy
  - Deal with a spill – sort it or report it!
- Go to [www.hse.gov.uk/falls/shattered\\_lives.htm](http://www.hse.gov.uk/falls/shattered_lives.htm) for more information.

## Chip's With Everything!

When you buy a chemical from a shop, whether it be washing up liquid, a toilet cleaner or deodorant, the packaging will have a label on it. This label is important because it tells us about how dangerous the chemical is, how it might harm us, how to use it safely and how to dispose of it safely after use.

Chemicals used in the workplace should also be labelled. The health and safety regulations which cover this are currently called the Chemicals (Hazard, Information and Packaging for Supply) Regulations 2009 or for want of a better name, "CHIP 4". Its "4", because the current regulations are the 4th version.

CHIP4 applies to suppliers of dangerous chemicals. Its purpose is to protect people and the environment from the effects of those chemicals by requiring suppliers to provide information about the dangers and to package them safely.

CHIP 4 requires the supplier of a dangerous chemical to;

- identify the hazards (dangers) of the chemical (give it a classification)
- give information about the hazards to their customers (usually by putting a label on it)
- package the chemical safely

But things are about to change! There are moves afoot to create a worldwide classification and labelling system for chemicals. This is being phased in over a number of years, but in the UK, on 1 December 2010 CHIP will only apply to the classification of chemicals. A new law called, the Classification, Labelling & Packaging of Substances & Mixtures (CLP) Regulations will apply to labelling and packaging. Now, I know your eyes are glazing over, but the important

thing to note about this is that the symbols you have been used to seeing on labels, that is the orange background with the black picture denoting the type of hazard, is also changing. From 1 December 2010 you may start to see different symbols, just like the ones shown.



## WHO'S WHO IN THE HS & E OFFICE

**Cathy Moore** Health, Safety & Environment Manager  
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**Hugh Weaver** Deputy Health, Safety & Environment Manager  
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**Tim Ellis** Occupational Health Advisor  
Ext 222851 Email [T.J.Ellis@lboro.ac.uk](mailto:T.J.Ellis@lboro.ac.uk)

**Julie Turner** Radiation Protection Officer (starts 1 January 2011)  
Ext 222599 Email to be confirmed

**Post vacant...** Health, Safety and Risk Manager  
Ext... Email...

**Rod Harrison** University Fire Officer  
Ext 222182 Mobile 078811687578  
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**Richard Gunn** Fire Safety Assistant  
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**Fiona Cooper** Health and Safety Co-ordinator imago Services  
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**Claire Brownless** Senior Administrative Officer  
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## And finally...

**Q:** What do you get when you cross a librarian with a Safety Manager?

**A:** All the information you need – but you can't understand a word of it!

Please send your comments about this newsletter or any ideas you might have for items you would like including to; Hugh Weaver on 222183 or email; [H.C.Weaver@lboro.ac.uk](mailto:H.C.Weaver@lboro.ac.uk)