

Health & Safety Policy

(Website abridged copy)

**Library and Collections
(May 2021)**

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Policy Distribution

Who for	Provided via
New Colleagues	Direct to copy on University Library and Collections MS TEAM in the Health and Safety Channel in the Policy folder.
Students, visitors & existing staff	Available via a link to the University Library website
A paper copy is retained by the Library Administration Team	

Policy Statement

As Head of the Library and Collections Department, I accept my statutory duties to ensure (as far as is reasonably practicable) the health, safety and welfare at work of all the Library and Collections Department staff, and students, and of other persons who may be affected by the Department's undertakings.

My objective is to achieve and maintain health and safety standards in line with the Higher Education sector's national best practice. The department has aligned the requirements of the ISO45001:2018 as our health and safety management standard.

I would encourage all staff within the department to set a high standard of safety by personal example, in order that all staff (and students/visitors) should adopt an attitude of mind which accepts good safety practice as normal.

This policy forms an integral part of the Durham University health and safety management system. As such, I will ensure that University Health and Safety policy is supported within the Library and Collections Department. Responsibilities and arrangements for the effective management of health and safety in the department are in line with USHA guidance document Leadership and Management of Health and Safety in Higher Education Institutions.

The Library and Collections Department is committed to:

- Compliance with relevant health and safety legislation;
- Provision of a safe and healthy working environment;
- Prevention of injury and ill health;
- Improvement of health and safety performance using measures of performance;
- Formal communication of this policy to all staff and students;
- A formal and fundamental review of this policy in consultation with appropriate members of the workforce;
- Use of strategic plans and health and safety objectives;
- Making resources available for health and safety.

Signed

Director of Library and Collections, University Librarian

Date

Review Date: May 2022

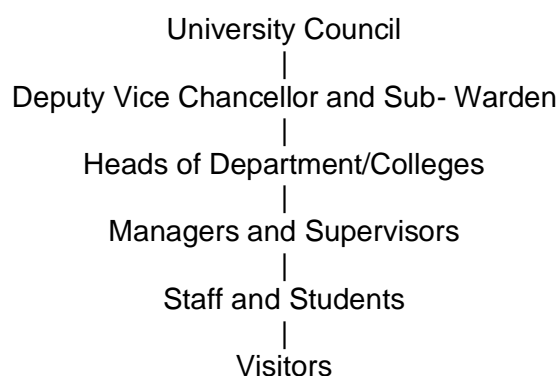
Organisation and Responsibilities

Introduction

The Library and Collections Department occupies buildings and facilities based at the Bill Bryson, Business School, Leazes Road, Palace Green, Ushaw, and the International Study Centre Libraries, and at 5 The College, the World Heritage Site Visitor Centre, the Oriental Museum, Observatory Cottage, Old Fulling Mill and Elvet Hill House.

Health and safety arrangements are managed by the Head of Department and the Senior Management Team who are advised by a single Health and Safety Committee.

Every member of the university community has a responsibility to achieve good health and safety (H&S) practice; this responsibility increases incrementally through the levels of the University line management structure.



It is the responsibility of all members of staff of the Department to ensure that they are fully familiar with the safety policies and particularly statements which affect their own working areas.

Departmental Responsibility for Health and Safety

See Appendix A for a H & S Organogram for the Library and Collections Department

Health and safety is the responsibility of everyone. The Library and Collections Department seeks to ensure that health and safety accountabilities and responsibilities are clearly communicated. Health and safety accountabilities and responsibilities are in line with Higher Education Sector best practice as detailed in University Safety and Health Association (USHA) guidance document Leadership and management of Health and Safety in Higher Education Institutions. The detail from the USHA guidance document is incorporated in to the University Health and Safety Policy that the Department adheres to.

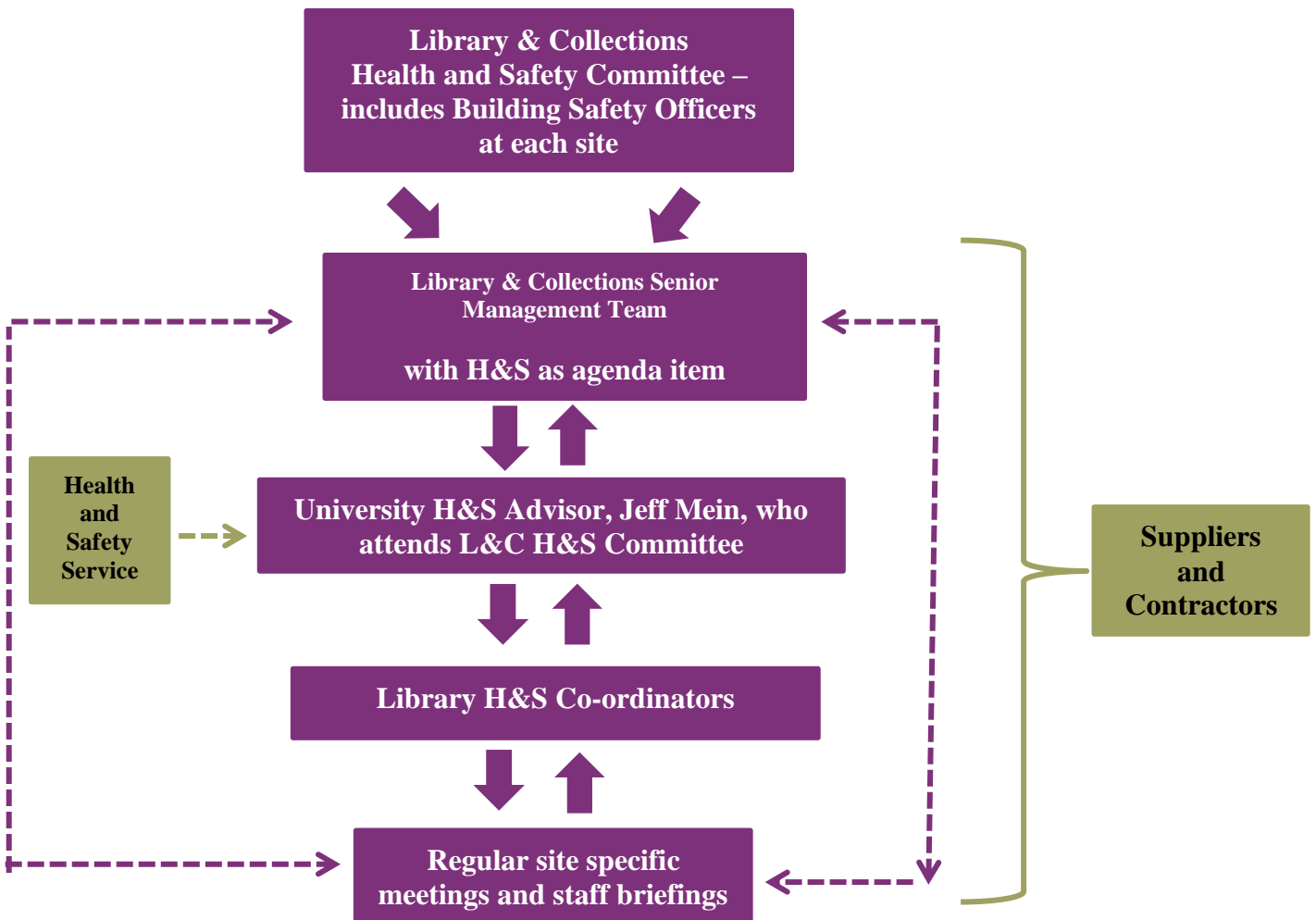
Library and Collections Departmental Safety Role Holders

In addition to the core accountabilities and responsibilities described above in order to manage key health and safety aspects in the department, persons are allocated specific departmental safety roles. The responsibilities of the persons are in line with guidance issued by the University Health and Safety Service.

The following chart shows how the Health and Safety information is communicated in the department.

This includes:

- Consultation with colleagues during departmental team meetings;
- The communication of significant H&S issues up to the Senior Management Team and the Library and Collections H & S Committee from any level;
- Information from external parties: Suppliers and contractors etc. can be communicated through all levels;
- Updates to risk assessment/risk profile or any other local arrangements can be communicated through all levels.



Library and Collections Health and Safety Policy

Management Arrangements

PLAN

A Leadership

The University Health and Safety policy can be found on the Health and Safety Service website.

<https://www.dur.ac.uk/resources/healthandsafety/OccupationalHealthandSafetyPolicyStatementandArrangements2019-20.pdf>

Management commitment and engagement within the Department are explained within the policy statement and the organisation and responsibilities section of this policy.

The Library and Collections Department has a Hazard and Risk Register and a Risk Profile document which informs the risk assessment process and risk based priorities. The departmental risk profile identifies areas of risk for each site within the Library and Collections Department which in turn informs the content of the Library and Collections Health and Safety information held on the S drive and on Smartie.

B Planning for Emergencies

There is a University Management Standard on Emergency Planning and Management. Information on emergency planning can be found at

<https://www.dur.ac.uk/healthandsafety/local/homepage/emergencyplanning/>

The Library and Collections Department has three plans to manage critical incidents and procedures for immediate response / recovery.

The **Critical Incident Plans** (CIPs) are maintained and updated by the University Library and Collections Senior Management Team.

Where staff or students require assistance in the event of an emergency evacuation a PEEP (Personal Emergency Evacuation Plan) must be completed. Guidance and templates are provided by the University Fire Safety Advisers.

<https://www.dur.ac.uk/healthandsafety/local/office/guidance/f/fire/forms>

Although a PEEP is not mandatory, where it is brought to the attention of a line manager that a member of staff requires a PEEP they must support that staff member in putting together the required steps. Ultimately it is the responsibility of the staff member requiring the PEEP to ensure they have one in place and to maintain the record. A line manager can maintain a copy but only with the permission of the relevant staff member.

Emergency Numbers

If you need an Ambulance or the Fire Brigade:

First dial 9-999 and give clear details of the emergency, then dial 43333 to advise the University security staff who will then liaise with the emergency services.

All accidents and incidents are reported via Departmental Health and Safety Coordinators to the University Health and Safety Service. See section I accident and incident arrangement below.

Fire

There is information and guidance on fire safety via this web-link.

<https://www.dur.ac.uk/healthandsafety/local/guidance/f/fire/>

Fire Alarms Systems - are situated throughout University buildings with different systems in many locations. Local arrangements should be delivered during a new staff member's local induction.

All fire alarm systems are tested on a weekly basis throughout the University.

The Estates and Facilities Directorate are responsible for the service and maintenance of the systems but building users should be aware of their local arrangements.

Fire Notices - Fire notices are located throughout University buildings informing the occupants of the action to take in the event of a fire. Please inform your departmental Health and Safety Coordinator if a notice is not displayed.

Actions to be taken in the event of a fire

- Raise the Alarm at the nearest break glass call point In the event of an emergency
- Call the emergency number (Security 43333 or Fire brigade on 999)
- Tackle the fire only if trained and it is safe)
- Evacuate the building
- Proceed to the assembly point

Fire Extinguishers - are situated throughout University buildings. There are different types:

- Water: Paper, wood, textiles and solid materials
- Foam: Liquid fires
- Carbon dioxide: liquid and live electrical fires
- Dry powder: Metal fires, liquid and live electrical fires

Fire Doors - The fire doors should be kept closed at all times to prevent the spread of fire

Emergency Exits

- Ensure you know where all the building emergency exits are located
- Should be kept free from storage and combustible materials
- Should have the correct signage fitted

The Library and Collections Department has fire evacuation procedures in all sites that staff follow whenever the fire alarm sounds. See Appendix B.

First Aid

The Department has a number of first aiders who can be called upon in the event of minor injury. The University Security office can be called to ask for assistance if there isn't a trained first aider onsite.

DO

C Health and Safety Arrangements

There is a University Management Standard on Safety Management Arrangements.
<https://www.dur.ac.uk/healthandsafety/local/homepage/plandocheckact/>

This policy describes the departmental health and safety management system.

There are also a number of University Management Standards on the following topics which are applicable to the Library and Collections Department:
<https://www.dur.ac.uk/healthandsafety/local/office/guidance/m/managementstandards/>

There are local arrangements for the following:

Asbestos

As a high risk material the management of Asbestos across the University estate falls within the Nominated Manager system. The Nominated Manager with specific responsibilities for Control of Asbestos is the Director of the Estates & Facilities Directorate. Estates and Facilities work to detailed procedures to ensure any work to the fabric of University buildings is carried out without risk of disturbance to asbestos materials.

<https://www.dur.ac.uk/healthandsafety/local/office/guidance/a/asbestos/>

Children on Departmental premises

Guidance is provided on the risks to children and young people when on University premises. For children attending the University, the department will ensure that suitable risk assessments are in place and adequate supervision is provided in line with published guidance.

<https://www.dur.ac.uk/healthandsafety/local/office/guidance/>

Contractors

A contractor is anyone who is outside of the employment of Durham University who conducts a work activity at the request of the University.

Most external contractors are appointed by Estates and Facilities who have detailed procedures to ensure contractor activities are appropriately planned, executed and supervised.

<https://www.dur.ac.uk/healthandsafety/local/office/guidance/c/controlofcontractors/>

Electricity (including PAT testing)

It is a mandatory requirement to remove from the service any clearly unsafe equipment, e.g. chipped plug, bare cable etc. Control panels for lighting etc. will be kept securely locked and control gear inspected at appropriate intervals.

Electrical testing will be carried out in accordance with the University's recommended procedures as specified in the Health and Safety Service website.

The Health and Safety Coordinators will normally coordinate PAT testing at their site(s) whether that be arranged direct with a supplier or carried out by Estates and Facilities but it is the Department responsibility to ensure this is carried out on an annual basis.

Events

The department will ensure that suitable risk assessments are in place and adequate supervision is provided in line with published guidance.

<https://www.dur.ac.uk/healthandsafety/local/office/guidance/e/events/>

Housekeeping

Good housekeeping is an important feature of our health and safety programme, with an important part for all staff to play. Within the Department arrangements exist for:

- Maintenance of clean work areas, washing and toilet facilities
- Maintenance of adequate walkways free from slipping, tripping and falling hazards, and
- A programme of cleaning to comply with a "Clean as you go" policy.

Lone Working

Office Work - anyone wishing to work alone in their office at any times other than 7am to 7pm Monday to Friday must first carry out a risk assessment.

Other Work - individual assessments must be made for higher risk work (e.g. all experimental work; workshop activities) which is to be performed outside normal office hours.

You should consult the University's Health and Safety Service for further guidance on high-risk lone working.

Personal Protective Equipment (complete if applicable)

Where a risk assessment identifies the need for PPE and other engineered controls are either not reasonably practicable or insufficient to reduce the risk to an appropriate level the Department/College will ensure that suitable PPE is available. All PPE provided to staff, students or visitors will be maintained to ensure it is suitable for the purpose it is provided for. PPE can be obtained from Health & Safety Committee.

Slips, Trips and Falls

Slips and trips are the single most common cause of injuries in workplaces. It is therefore important that the Department puts in place management systems to eliminate or minimise risks from slips and trips. This risk must also be considered during planning, construction and refurbishment or any changes of use within buildings.

The reduction of injuries from slips and trips can only be achieved when managers, staff and students are committed to taking personal responsibility. In order to achieve this the Department will:

- provide a safe working environment for staff, students and visitors which is free from slip and trip hazards, so far as is reasonably practicable.
- adequately control or reduce the risk of slips and trips, by a combination of a safe environment and safe behaviour.
- ensure that appropriate risk assessments and risk reduction methods are in place. encourage all staff and students to take personal action to reduce the risk of slips and trips as far as possible.
- ensure that there is an effective response to changing conditions such as weather and the environment e.g. during refurbishment.

All staff and students should ensure that if a slip or trip risk is identified it is reported to a suitable manager, or Estates and Facilities for the matter to be addressed.

Working at Height

Ladders are inspected regularly and details maintained on a ladder register maintained by the Palace Green Library building safety officer; all ladders are appropriately classed according to the EN131 standard.

D Risk Assessment and Risk Control

There is a University Management Standard on Risk Assessment.

<https://www.dur.ac.uk/resources/healthandsafety/local/MS2RiskAssessmentV2.1.pdf>

Before beginning any work within the department, all hazards associated with the activity must be identified and the potential risk of harm must be assessed. Risk assessments must be carried out by members of the department responsible for work carried out under their control. The person carrying out the assessment must have had sufficient training, knowledge and experience to determine the associated risk.

The Library and Collections Department uses the tools published by the Health and Safety Service and all risk assessments are authorised by senior managers within the teams to which they apply. Where teams within the department identify the need for more detailed controls for their own staff specific to a particular hazard, arrangements are outlined within the Library and Collections manual.

The Department has risk assessment procedures for sites and activities and these are kept in the University Library and Collections MS TEAM in the Health and safety channel. Changes to risk assessments are communicated to relevant staff by the individual who updated them following reviews or updates, using email to direct colleagues to the Risk assessment folder in the Health and Safety channel in the UL&C MS TEAM.

Display Screen Equipment (DSE) Assessment

If you use display screen equipment in your work, a display screen equipment self-assessment must be carried out on DUO. This has to be completed within the first week of work and repeated once every two years.

You must consult with the appropriate Library Display Screen Assessor if the outcome of your self-assessment is that you require additional support and/ or equipment.

Display screen equipment (DSE) includes computers & word processors. Display screens or instruments such as Mass Specs, Oscilloscopes and Portable Systems not in prolonged use are not included.

Portable DSE which includes laptops are subject to the DSE regulations if in prolonged use. Prolonged use includes anything other than intermittent/ short-term occasional use, when access to normal fixed DSE is not available.

Manual Handling Risk Assessment

A manual handling operation is the transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force.

If manual handling operations are a significant part of University Library and Collections staff project/work, a manual handling risk assessment must be carried out and consultation sought from one of the manual handling trainers to create an appropriate risk assessment before the work is started.

A manual handling training module is available for University staff on DUO which should be completed by everyone who is expected to carry or move items as part of their duties.

The task based risk assessment should be used for operations that can be broken down in to separate individual steps.

The Department Risk Register and a Risk Profile document should be updated where there are any new activities.

E Competence

There is a University Management Standard on Training and Competence.

<https://www.dur.ac.uk/healthandsafety/local/office/homepage/trainingcompetancy/V2.1pdf>

Training needs for Health & Safety are reviewed annually via the Library & Collections action plan and cross-referenced for role holders by the Library Secretary. Training needs are to be reviewed after any relevant accident and incident or when a task has significantly changed.

Health and Safety Induction

All Library and Collections staff will receive a Health and Safety induction talk with their line manager and/or designated Health and Safety Coordinator before they start their work. The Library and Collections health and safety checklist will be used as a guide to ensure critical health and safety information is communicated at the start of employment.

The topics covered will be:

- University Health and Safety Policy
- Library and Collections Health and Safety Policy
- Library and Collections Health and Safety Manual
- Local Health and Safety Contacts
- Fire Safety
- Risk Assessments including the general Library and Collections risk assessment
- Housekeeping and general arrangements
- Emergency procedures
- First aid and accident procedures
- Advice on health and safety training courses available within the University.

F Communication

There is a University management standard on Communication.

<https://www.dur.ac.uk/resources/healthandsafety/local/MS5HealthSafetyCommunicationV2.0.pdf>

It is the duty of the Health and Safety Coordinators to disseminate information to colleagues working in their sections/teams. They should be available to listen to the health and safety concerns of their colleagues and be prepared to raise issues at Committee meetings on behalf of their colleagues. They may also need to consult with their colleagues on the development of health and safety policy matters.

G Consultation

There is a University management standard on Consultation.

<https://www.dur.ac.uk/resources/healthandsafety/local/MS4HealthSafetyConsultationV2.1.pdf>

Health and Safety Committee

The Library and Collections Department has a Health and Safety Committee. The terms of reference for the Committee is available in MS TEAMS.

The purpose of the committee is to provide a formal channel, by which members of the department may raise issues concerning health and safety, and formulate and discuss

aspects of local health and safety policy. Through the committee, results from the monitoring of health and safety by inspections and by the reporting of accidents and incidents are communicated to members of the department. The committee meets termly and is made up of the following representatives from the Library and Collections Department:

In addition to the regular committee members, other staff members may be invited if their specialist knowledge would help the deliberations of the committee.

CHECK

H Health and Safety Monitoring

There is a University management standard on Monitoring and Review.

<https://www.dur.ac.uk/resources/healthandsafety/local/MS6MonitorandReviewV2.0.pdf>

Action tracking - This takes place at the Library and Collections Health and Safety Committee. Actions tracked include those from previous meetings including progress on development of systems and any outstanding actions from inspections.

Audits - The Department conducts an annual self-audit of one of the sections of ISO45001:2018. Internal audits may also be performed on specific elements of risk management.

Data Collection and Analysis – The Department is expected to report to the health and Safety Service on an annual basis on the progress against the departmental plan, the number of times it is carried out, when required, according to the regulations laid out and instructed by the University.

Inspections – The Health and Safety Coordinators will carry out an annual self-inspection at their site(s). During inspections, staff may be questioned about operating procedures, emergency procedures, risk assessments etc. Any deficiencies will be notified to the person responsible for these facilities. All members of the Library and Collections Department are eligible to take part in the departmental safety inspections and the University's general Health and Safety Awareness course provides guidance on what to look for during these inspections. The summary of the inspection, detailing the main findings from the inspection, should be discussed at the Departmental Health and Safety Committee. A copy will also be forwarded to the Health and Safety Service.

TU Inspections - In addition to the annual inspection, a University group consisting of representatives from the Health and Safety Service and the Trade Union safety Representative will inspect the Department on a three yearly frequency.

There is a University management standard on Periodic Inspections and Examinations (Statutory Testing)

<https://www.dur.ac.uk/resources/healthandsafety/local/MS13MaintenanceInspectionsandExaminationsofworkequipmentV2.0.pdf>

I Accidents and Incidents

Information on reporting accidents and incidents is available here

<https://www.dur.ac.uk/healthandsafety/local/guidance/r/reportingofaccidents/>

All incidents (including accidents, dangerous occurrences and near misses) should be recorded on the IR1 form found on the Health and Safety Service website, ideally within 24 hours. Details to record on the form include time, date, place, persons involved and witnesses, together with any other relevant information. The form should be submitted to your site's Health and Safety Coordinator, who will complete section B recording what measures were already in place and what preventative measures are to be put in place in future. The site Health and Safety Coordinator emails the completed form to health.safety@durham.ac.uk as soon as possible following the incident. The Health and Safety Service provides advice on when an incident is RIDDOR Reportable.

The level of follow up / investigation should be proportionate to the severity of the accident/incident.

ACT

J Review

There is University management standard on Monitoring and Review.

<https://www.dur.ac.uk/healthandsafety/local/office/homepage/monitorandreview/>

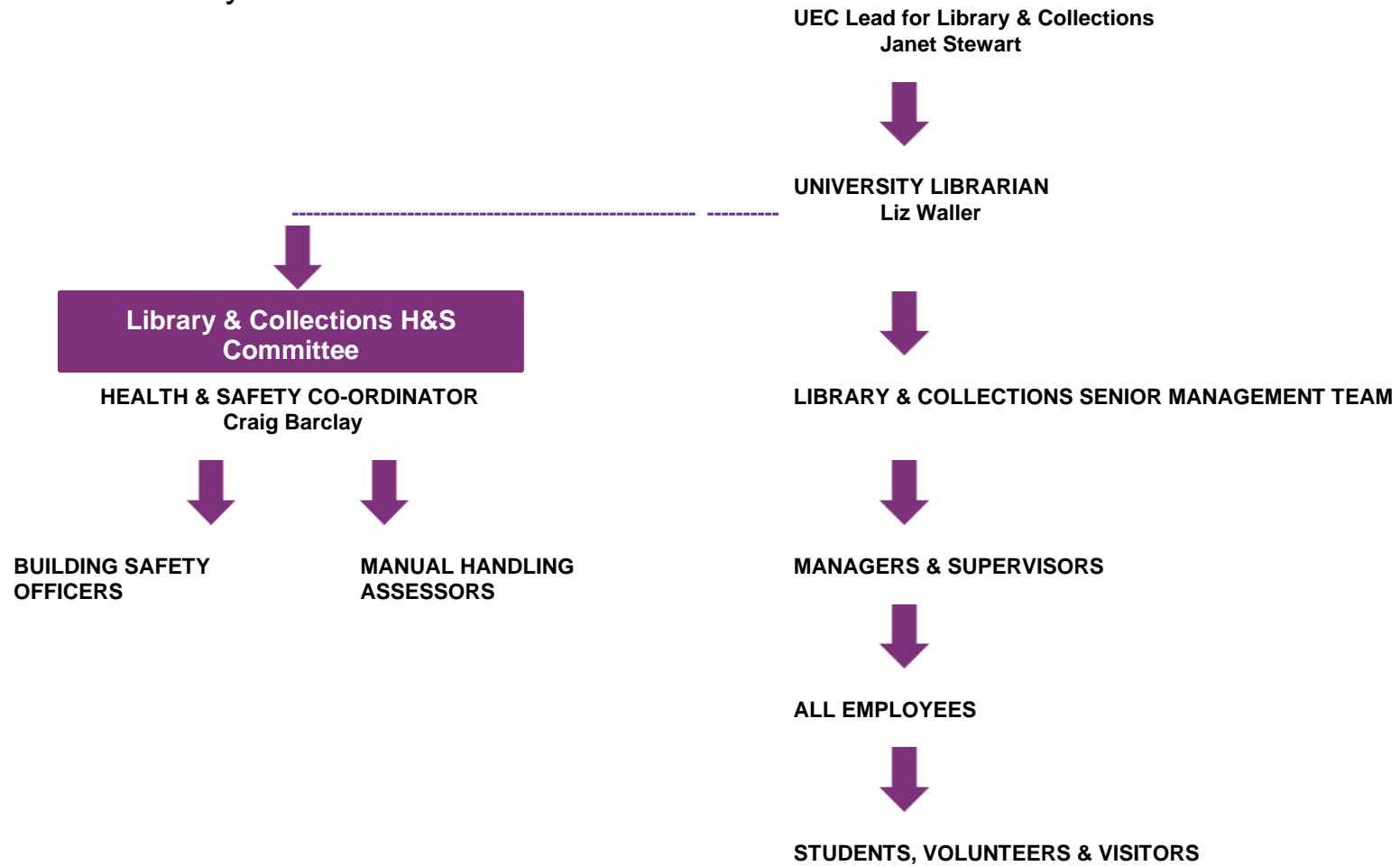
The Department reviews the Health and Safety plan, Health and Safety meetings, Health and Safety Inspections, Accident/Incident Data/[Occupational Health Referrals](#) and notable Health and Safety activities on an annual basis, and we seek to prevent further similar accident or incident occurrences. Further guidance is available from [Occupational Health](#).

This Policy is reviewed on an annual basis, via the Michaelmas Term meeting of the Library & Collections H&S Committee.

Appendix A

Responsibilities are defined by the <https://www.dur.ac.uk/resources/healthandsafety/local/HealthSafetyPolicy2018-19.pdf>

H&S Organogram for Library & Collections



Critical Incident Teams are in place for sites as required by the University's Health and Safety Office; these are detailed in the Library and Collections Critical Incident Plans (CIPs).

Appendix B

Fire Wardens:

We do not have named fire wardens at Palace Green Library, 5 The College, and Bill Bryson Library. Instead staff follow instructions on fire cards during a building evacuation.

Fire wardens at the School of Education and the Business School are responsible for evacuating Leazes Road Library and the DUBS Library respectively.

Named fire wardens are

Oriental Museum: Craig Barclay, Mel Smith.

Ushaw Library: Jonathan Bush, Sarah Cleeve.

ISC Library: Provided by Study Group and onsite security. List available on Smartie

<https://smartie.dur.ac.uk/display/HID/Fire+Wardens+-+Queen%27s+Campus>

