Health & Safety Policy

University Library & Culture Durham
(October 2017)
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Policy Distribution

This Policy is made available to all staff and students via a link to the University Library website; a hard copy is retained by the Administration Team.
Policy Statement

As Acting Head of the University Library and Culture Durham, I accept my statutory duties to ensure (as far as is reasonably practicable) the health, safety and welfare at work of all the Department/College staff and students, and of other persons who may be affected by the Department's/College'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/College has adopted the Higher Education sector's Health and Safety Management Profile 'HASMAP' system as our health and safety management framework.

I would encourage all staff and students within the University Library to set a high standard of safety by personal example, in order that all staff and students 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 implemented within the University Library. Responsibilities and arrangements for the effective management of health and safety in the Library are in line with USHA guidance document Leadership and Management of Health and Safety in Higher Education Institutions.

The University Library 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 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   Acting University Librarian
Date  13 December 2017   Review Date: October 2018
Organisation and Responsibilities

Introduction

The University Library & Culture Durham occupies buildings and facilities based at the Bill Bryson, Business School, Leazes Road, Palace Green, and Queen’s Campus Libraries, and at 5 The College, the World Heritage Site Visitor Centre, and the Oriental Museum, Observatory Cottage, and Old Fulling Mill.

It is the responsibility of all members of staff and students 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

Health and safety is the responsibility of everyone. The Library 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.
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 Library persons are allocated specific departmental safety roles. The responsibilities of the persons are in line with the University Health & Safety Policy at


The roles and responsibilities specified, and the organisational structure, are detailed in Appendices B and A.
Management Arrangements

PLAN

A Leadership

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


Management Commitment and Engagement within the Department are explained within the policy statement and the organisation and responsibilities section of this policy.

The Library has a Hazard and Risk Register and a Risk Profile document which informs the risk assessment process and risk based priorities.

The Library is working on a number of Responsible Safety Objectives to develop and further improve health and safety performance.

B Planning for Emergencies

There is a University Management Standard on Emergency Planning and Management.

https://www.dur.ac.uk/resources/healthandsafety/local/MS9EmergencyPlanningandManagementV2.0.pdf

The Library and Culture Durham has plans to manage critical incidents and procedures for immediate response / recovery. These plans are kept, maintained and updated by the Library and Culture Durham Health & Safety Committee and available to all colleagues via the S drive and in hard copies.

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/

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.

Remember to report all accidents and incidents to the Department Health and Safety Coordinator. See I Accident and incident arrangement below.
Fire

There is a University Management Standard on Emergency Planning and Management. [https://www.dur.ac.uk/resources/healthandsafety/local/MS8FireSafetyManagementV2.0.pdf](https://www.dur.ac.uk/resources/healthandsafety/local/MS8FireSafetyManagementV2.0.pdf)

Fire Alarms Systems - are situated throughout the building. All fire alarm systems are tested on a weekly basis throughout the University. The Estates & Buildings Department are responsible for the service and maintenance of the systems.

Fire Notices - Fire notices are located throughout the building informing the occupants of the action to take in the event of a fire. Please inform the 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
- Call the emergency number (Security 42222 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 the building. 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 has a number of fire wardens who can be called upon in the event of fire and updated lists of these and refresher training they received are maintained on the departmental S drive.

First Aid

The Department has a number of first aiders who can be called upon in the event of minor injury. See Appendix B.
C Health and Safety Arrangements

There is a University Management Standard on Safety Management Arrangements. https://www.dur.ac.uk/resources/healthandsafety/local/MS1PDCAdocumentV2.0.pdf

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: 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 Estates & Buildings. Estates and Buildings 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 Buildings 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 Coordinator will normally coordinate PAT Testing within the Department whether that be arranged direct with a supplier or carried out Estates and Buildings but it is the Department/Colleges 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/College 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 Buildings 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](https://www.dur.ac.uk/resources/healthandsafety/local/MS2RiskAssessmentV2.1.pdf)

The Department has risk assessment procedures for sites and activities and these are maintained via the S drive, accessible to departmental staff only, at S:\Staff\Health and Safety\Risk Assessments Changes to risk assessments are communicated to relevant staff following reviews or updates, using email to direct colleagues to the S drive.

**Display Screen Equipment (DSE) Assessment**

If you use display screen equipment in your work, a display screen equipment self-assessment must be carried out. You must consult with the appropriate Library Display Screen Assessor, Kathryn Elwick, Chris Bennett, or Julia Oliver and have them verify your risk assessment before you start any work.

Further information, accessible to departmental staff only, can be found at: S:\Staff\Health and Safety\DSE

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 your project/work, a manual handling risk assessment must be carried out. You must consult with one of the Manual Handling trainers, Liz Branigan, Toby Reynolds, Mel Smith, or Ben Taylorson, and have one of those verify your risk assessment before you start any work.

Training materials can also be accessed by departmental staff only via: S:\Staff\Health and Safety\Manual handling

**Task Based Risk Assessment**

The task based risk assessment should be used for general risks.

The Department Hazard and 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/](https://www.dur.ac.uk/healthandsafety/local/office/homepage/trainingcompetancy/)

Training needs for H&S are reviewed annually via the Library & Culture Durham 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 the task has significantly changed.

Health and Safety Induction

All staff will receive a Health and Safety induction talk with their line manager and/or designated Health and Safety colleagues before they start their work. The topics covered will be:

- Department Health and Safety Policy
- Personal Health and Safety Record form & Risk Assessments
- Possible Hazards associated with the Work/project
- Emergency Procedures
- First Aid and Accident Procedures
- Health &Safety consultation and Health & Safety Advisers
- School Rules regarding Health and Safety
- Advice on Health and Safety Training Courses that are available within the School and University.

**F Communication**
There is a University management standard on Communication.
https://www.dur.ac.uk/resources/healthandsafety/local/MS5HealthSafetyCommunicationV2.0.pdf

G Consultation

There is a University management standard on Consultation.
https://www.dur.ac.uk/healthandsafety/local/office/homepage/consultation/

See Communication flowchart for Library & Culture Durham, included as Appendix B, below.

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 Health and Safety Committee.

Audits - The Department conducts an annual self-audit of one of the HASMAP Themes. There is also a University HASMAP audit programme. This involves a more in-depth audit by the Health and Safety Auditor which samples several indicators.

Data Collection and Analysis is carried out, when required, according to the regulations as time to time laid out and instructed by the University.

Inspections - Health and Safety building safety officers will carry out an annual self-inspection. During inspections, staff and students may be questioned about operating procedures, emergency procedures, risk assessments etc. Any deficiencies will be notified to the person responsible for these facilities. 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.

In addition to the annual inspection, a University group consisting of representatives from the Health and Safety Service and the Trade Unions will inspect the Department/College 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
There is a University management standard on Accident and Incident Reporting and Investigation.

https://www.dur.ac.uk/resources/healthandsafety/local/MS10NearMissandIncidentReportingandInvestigationV2.0.pdf

All accidents (plus dangerous incidents or occurrences) must be reported within 24 hours to the Health and Safety Coordinator, who will record the details on the IR1 form found on the Health and Safety Service website. Details recorded include time, date, place, persons involved and witnesses, together with any other relevant information and a record of subsequent action taken by the Health and Safety Coordinator. The Health and Safety Coordinator forwards completed records to the Health and Safety Service 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 & Culture Durham H&S Committee. The Terms of Reference for the L&CD H&S Committee are included as Appendix C.
Appendix A

Responsibilities are defined by the University H&S Policy Statement.

H&S Organogram for Library & Culture Durham

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 Culture Critical Incident Plans (CIPs), which are available to all staff via the S drive Health & Safety folders and in hard copy.
Appendix B

Communication Flowchart

The following chart shows how Health and Safety information is communicated in the University Library & Culture Durham.

The arrows indicate Health and Safety information and how it is communicated up, down or across in the Library. This includes:

- the consultation with colleagues during departmental team meetings
- the communication of significant H&S failings up to management 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
Core safety role holders for the Library & Culture Durham are:

- **H&S Co-ordinator:** Christopher Skelton-Foord
- **Pat Testing:** Mitie
- **DSE Assessor:** Kathryn Elwick, Chris Bennett, Julia Oliver
- **Manual Handling Risk Assessors:** Toby Reynolds, Ben Taylorson, Liz Branigan, Mel Smith

- **Building Safety Officers:**
  - **Bill Bryson Library:** Gareth Abrahams
  - **Leazes Road Library:** Julie Young
  - **Queen’s Campus Library:** Jane Hodgson
  - **Palace Green Library:** Liz Branigan
  - **5 The College:** Andrew Gray
  - **Oriental Museum:** Craig Barclay

- **Fire Wardens:**
  - **Bill Bryson Library:** Gareth Abrahams, Helen Brown, Debbie Corner, Eva Grigoropoulou, Vicki Hedley, Sarah Hyland, Lynne Johnson, Helen Jones, Clare Miller, Toby Reynolds, Katie Skellett, Judith Walton, Caroline Wilson;
  - **Queen’s Campus Library:** Sally Bisset, Jane Hodgson, Leigh Stapleton;
  - **Leazes Road Library:** Julie Young;
  - **Palace Green Library:** plus Duty Manager and Senior Custodian (on duty at the time) in Palace Green, following the fire cards procedure;
  - **Oriental Museum:** Craig Barclay

- **First Aiders:**
  - **Bill Bryson Library:** Vicki Hedley, Lynne Johnson, Elena Carlaw, Kate Page, Ben Taylorson, Colin Theakston, Germaine Holmes, Rosi Jelfs, Jane Ball (CIS in Bill Bryson Library), Fiona Buchanan (CIS in Bill Bryson Library), Leo Underwood, Kevin Sheehan;
  - **Oriental Museum:** Craig Barclay, Charlotte Spink, Mel Smith, Rachel Harding, Allison Percival;
  - **Palace Green Library:** Rachel Harding, Lesley King, Kelly Thompson, Andrew Turnbull, Katie Brew, Sarah Price;
  - **5 The College:** Cathedral Office/Porters, St John’s College;
  - **World Heritage Site Visitor Centre:** Fay Fradgley, Jo Shoebridge;
  - **Castle:** Gemma Lewis, Caitlin Potts
Appendix C

H&S Committee Terms of Reference

1. Scope

Employee involvement and commitment is a key factor in the successful implementation of the safety management system.

The Health and Safety Committee has been established to provide a forum where management and staff side representatives can bring together their knowledge, skills and experience in pursuit of health and safety excellence.

The Health and Safety Committee will consider health and safety issues relevant to the department which cannot be resolved at local level.

2. Objective

The main objective of the committee is to facilitate co-operation between management and employees in devising, developing and promoting controls and initiatives, to improve standards of health and safety performance throughout the department.

3. Meetings

The committee shall meet three times a year (once per term).

4. Reporting

The committee reports into the Library Senior Management Team and the Culture Senior Management Team: Library H&S Communication Flowchart.docx.

5. Functions

- Review the Health and Safety Policy in consultation with other members of staff, taking note of any changes to the University Health and Safety Policy

- Keep under review the systems, practices and local arrangements adopted across the Library & Culture Durham to ensure that the objectives of the department’s health and safety policy are achieved.

- The examination of accident and ill health trends, together with recommendations for corrective action

- Consideration of reports from safety representatives including findings from their inspections
• Assistance in the development of safety rules, safe systems of work and monitoring the introduction of measures that may substantially affect the health and safety of employees

• Monitoring the effectiveness of the safety content of employee training

• Monitoring the adequacy of safety and health communication and publicity in the department

• Monitoring the introduction of new technologies, which may have health and safety consequences

• Monitoring changes to health and safety legislation likely to impact on the department

• Consideration of reports from central safety committee and enforcing authorities

• Monitoring the allocation of resources for health and safety

• Consultation on the introduction and selection of personal protective equipment

• Involvement in departmental health promotion initiatives

• Review risk profile annually and after any significant changes to work ensuring all hazards are included and controls implemented

• Ensure progression is made with Health & Safety objectives as part of the Responsible Safety Programme

• Review of the communication flowchart in the department and monitor its effectiveness

6. Membership

• Head (or Acting Head) of Department – Mr Mike Wall
• Health and Safety Co-ordinator – Dr Christopher Skelton-Foord
• Representative from the Health and Safety Service – Dr Paul Hunt
• Building Safety Officers
• Trade Union Representative
• Guests may be invited to attend committee meetings for a specific agenda item or specific meeting

7. Secretariat

Secretariat to the committee – Miss Kathryn Elwick, Library Secretary – will be provided by the Head of Department.
8. Terms of Reference

- The Secretary shall seek items from members and despatch the agenda at least seven working days before the meeting.
- Accurate minutes which stipulate actions and those responsible for actions will be kept and a copy supplied to each member of the committee as soon as reasonably practicable.
- Minutes of the meeting will be posted to the H&S folders of the department’s S drive space, once they have been agreed at the next meeting.
- Facilities will be provided to Safety Representatives as defined in 1977 Regulations to enable them to carry out their functions.
- Every effort will be made to re-arrange cancelled meetings within 14 days of the original date.
- Items that cannot be resolved by the committee will be referred to the next meeting of the Committee.

9. Review of Terms of Reference

The Committee will formally review the Terms of Reference annually, at its Easter Term meeting.

10. Amendments to Terms of Reference

Amendments to the Terms of Reference shall be made by consensus at the meetings. Proposed amendments shall not be in breach of any statutory health and safety requirements.

H&S Co-ordinator: Dr Christopher Skelton-Foord
Date: December 2017