

Training News

The HS & E office has developed a University training matrix which identifies suitable training courses which are to be made available to staff. These are either optional or mandatory (arranged by the HS & E office or by the department in question). Please have a look at the matrix on the HS & E web site. (www.lboro.ac.uk/admin/hse).

These new health and safety training courses and workshops are now being advertised on the Staff Development web site. (www.lboro.ac.uk/service/sd/hs/index.html)

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.

The programme of courses which have been developed are in addition to existing fire safety training courses, and courses to be run on future dates, in conjunction with Facilities Management, on issues such as work at height.

We would encourage people to take up these training opportunities and to register for the courses as soon as possible. Once sufficient numbers of people are registered, the courses can be arranged. So its first come, first served!

Blood Borne Viruses

Blood Borne Viruses (BBV's) are viruses that some people carry in their blood and which may cause severe disease in certain people and few or no symptoms in others. The virus can spread to another person, whether the carrier of the virus is ill or not.

The main BBV's of concern are Hepatitis B, Hepatitis C, Hepatitis D and HIV. The University health and safety policy on BBV's provides guidance on how to manage biological hazards, specifically, on how to manage and significantly reduce the risks from exposure to BBV's.

The main principles the policy and guidance expound are;

- general principles such as good hand washing practices, use of protective clothing (e.g. gloves and lab clothing), and, covering areas of broken skin.
- advice is on restricting food and drink from being consumed in any area where there may be exposure to BBV's, cleaning and disinfection, waste disposal and how to deal with sharps, immunisation (e.g. against Hepatitis B), and the dangers from needle stick injuries and what to do if such an incident should occur.

For more information go to www.lboro.ac.uk/admin/hse/policies/specific-policies.html and click of "Blood Borne Viruses policy".

Swine flu

Information about the swine flu vaccination is now available on the University Pandemic flu web pages. Please see the section entitled 'Questions about vaccinations and treatment for the virus' under "Questions and answers".

If you think you may have swine flu, you should:

Stay at home and check your symptoms by logging on to the National Pandemic Flu Service online symptom checker (www.pandemicflu.direct.gov.uk), or by calling the Service on 0800 1 513 100.

However you should call your GP if;

- you have a serious underlying illness
- you are pregnant
- you have a sick child under one year old
- your condition suddenly gets much worse
- your condition is still getting worse after seven days (or five days for a child)

If swine flu is diagnosed, you will be provided with an authorisation number to allow a 'flu friend' – a member of your family, a friend, neighbour or colleague – to collect antivirals on your behalf from a local Antiviral Collection Point. As well as the authorisation number your 'flu friend' will need take some ID from you and some ID of their own.

The Loughborough Collection Point is at the NHS Walk-in Centre on Pinfold Gate, Loughborough LE11 1BE.

Do not go to the Medical Centre, your GP's practice or to a hospital as this may spread the virus to others and cause delays for patients who require more urgent medical care.

For more information, or if you have any questions, please call the University's flu helpline on 01509 228650.

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!

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 posters, 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 for more information.

Please send your comments about the newsletter or ideas for items you would like including to Hugh Weaver on 2183 or email h.c.weaver@lboro.ac.uk



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HEALTH & SAFETY *matters*

Mind your back!

Loughborough University has new manual handling policy and guidance which can be seen at www.lboro.ac.uk/admin/hse/policies/specific-policies.html. It requires the University to comply with the Manual Handling Operations Regulations ("the Regulations") 1992, which place a requirement on employers and employees to reduce the hazards to health associated with the manual handling of loads. Accordingly, the University will:

- avoid the need for hazardous manual handling operations,
- design and provide safe and ergonomically suitable workplace environments;
- assess the risk of injury from any hazardous manual handling that can't be avoided and eliminate or reduce these to a tolerable level;
- introduce appropriate measures to reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable;
- provide equipment to enable manual handling activities to be undertaken safely;
- provide suitable and sufficient supervision, training, (including periodic refresher training), and information to all staff involved in manual handling operations.

If risk assessments carried out under the Management of Health and Safety Regulations 1999 indicate a possibility of injury from manual handling operations, a more detailed risk assessment must be made of manual handling operations. The first consideration is whether the manual handling operation can be avoided altogether. It may not be necessary to assess the risk in great detail, particularly if the operations can easily be avoided or

the appropriate steps to reduce any risk of injury to the lowest level reasonably practicable, are obvious.

A suitable and sufficient risk assessment must be carried out when hazardous manual handling is unavoidable.

The assessment should identify where the risks lie and identify appropriate measures for reducing the potential for injury. A checklist to help with this process is attached to the policy document together with example risk assessments. They can be used to help highlight the overall level of risk involved and identify how the job may be modified to reduce the risk of injury and make it easier to do. It will also be useful in helping to prioritise any remedial actions needed. A list of suggested remedial measures are also given as an aide memoir for the assessors use.

University training courses on managing the risks from manual handling operations will be offered for supervisors and line managers through the Staff Development website. Departments and support services are expected to arrange suitable manual handling training for their own staff. For more information contact the Health, Safety and Environment office or go to;

www.lboro.ac.uk/admin/hse/policies/specific-policies.html



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 Loughborough
University

Dealing with noise in the workplace

A noise risk assessment is required wherever it is likely that exposure will occur at or above the lower exposure action value. (80dB(A)(average daily exposure) or 135dB(C)(Peak sound pressure)

So how do you decide if there might be a problem? Well, as a guide, the following may be considered:

- if noise is intrusive but normal conversation is possible, the likely noise level is approx 80dB.
- if you have to shout to talk to someone 2m away, the likely noise level is approx 85dB.
- if you have to shout to talk to someone 1m away, the likely noise level is 90dB.

Personal noise exposure is a function of noise level and length of exposure. An individual working in an area where the noise level was 80dB would have a personal exposure of 80dB if he or she worked there for 8 hours per day. Working in an area where the noise level was 85dB for 2 hours per day would also give a personal exposure of 80dB.

Formal, documented risk assessments should be carried out if any individual works in an area exceeding 80dB on a regular basis (e.g. 4 hours or more, most days) or if noise levels exceed 85dB, even if exposure is infrequent or irregular.

A risk assessment requires:

- assessment of the level and type of noise; this may come from manufacturer's data for individual pieces of equipment, or from sound level measurement, especially where multiple pieces of equipment operate in an area simultaneously. Additional noise e.g. from background music, should also be included;

- identification of who might be affected;
- the likely exposure time of those individuals, taking into account working patterns, noise exposure during breaks etc;
- assessment of indirect risk e.g. the risk of individuals not hearing warning alarms due to the noise level.

The risk assessment should include an action plan which documents the measures already in place to reduce the risk from noise exposure and any further measures planned.



A form entitled "Noise Monitoring and Risk Assessment form, (available by going to www.lboro.ac.uk/admin/hse/forms/forms.html), has been developed to record all necessary information to ensure the assessment is adequate. The risk assessment should be reviewed if there is any change in noise exposure; and at least every 2 years otherwise. The risk assessment for noise, and any associated measurement should be carried out in conjunction with the Health, Safety & Environment office to ensure that the assessor has the necessary skills and experience.

For more information about noise at work, please refer to the University Policy on Controlling Noise at Work.

Feedback from the University Health, Safety & Environment Committee – meetings held in June and November 2009

The University Health, Safety and Environment Committee met on 10 June 2009. Items presented for consideration and approval included an update report on the Health, Safety and Environment office health and safety plan of work, a Compressed gas safety policy, amended

policies on Lasers and smoking at work, and the University risk register.

At its meeting on 29 October 2009, the Committee were asked to consider and approve new policies on manual handling and lone working, a reviewed draft of the University Health and Safety policy, five mini audit reports on manual handling, DSE and pregnancy issues, a report from the University Radiation Protection officer on an Environmental Agency inspection, and amended policies on Blood Borne Viruses and Small Works.

Both meetings received a report on accident statistics and the Fire Officer's report.

Papers and minutes can be seen at; 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 us know about it, so that we can have the item in good time for inclusion on the agenda. We need items at least two weeks before the date of the next meeting which is, 17 February 2010.

It's better OFF!

In 2008/09 Loughborough University spend around £5 million on energy, and as a University we emitted 37,739 tonnes of Carbon.

As many of you may be aware the It's Better Off Energy awareness campaign has been running since February 2009. With support from the top, this campaign has been designed to raise awareness of the energy the university consumes and simple ways in which everybody can help to reduce it's environmental impact.

So far the campaign has recruited and trained a network of 150 champions across campus to assist with spreading the message and providing a source of environmental information to colleagues in their department, as well as acting as our eyes and ears for any 'environmental crimes'.

With the help and encouragement from the team of champions the university has seen some fantastic results...

- Its Better Off @ Easter – 17.7% saving compared to the Easter period of the previous year.
- Quarter 3 results (Feb – Apr 09) 6.30% saving compared to the same period of the previous year.
- Quarter 4 results (May – July 09) 6.62% saving compared to the same period of the previous year

DSO Forum

The second DSO Forum was held on 15 July 2009. Once again, DSO's from around the University gathered to "network", to talk to fellow DSO's and to meet, share and discuss ideas, problems etc.

After lunch, the speaker, Melanie Burton from Acacia Applied Behavioural Sciences, gave a very interesting presentation, the aims of which were;

- To provide an understanding of behavioural safety,
- To provide an understanding of safety culture, and,

Making the First 6 months savings total to 6.44% or in financial terms £71,000

Here are some of our top energy saving tips...

1. Switch off lights when leaving a room unoccupied.
2. Try using natural daylight as much as possible.
3. Switch off your monitor when not in use, even if only for 10 minutes.
4. Turn PCs and other equipment off when not in use. Really off, not onto standby.
5. Report maintenance issues, like leaking taps or draughty windows.
6. Do not leave energy intensive research equipment on if it is not necessary to do so.
7. Don't forget shared equipment, Make sure energy saving features on PCs, printers and photocopiers are enabled.
8. Unplug mobile and laptop chargers between uses.
9. Dress for the season. Put a jumper on before turning the heating up.
10. Shut windows and doors when the heating / cooling is on, use blinds to reduce solar gain in summer.

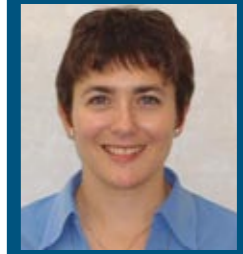
If you would like more information about the campaign, to find your nearest champion or would like to join our team check out the website at www.lboro.ac.uk/saveenergy or contact us at environment@lboro.ac.uk

- To dispel the myths of behavioural safety.

The next DSO Forum is on 6 January 2010 and the speaker is Dr Stacy Cledes, Lecturer from the School of Sport, Exercise and Health Sciences, Loughborough University. Her presentation is entitled "The relationship between physical activity and health".

All DSO's are invited to her talk which will address the question; Is prolonged sitting in the workplace a growing health and safety concern? It will include the growing research evidence of the health risks associated with prolonged sitting.

DSO profile – Clare Wright



Clare is Departmental Safety officer (DSO) for the Mathematics Education Centre (MEC) and she is the first DSO to be profiled in

Health and Safety matters. She started working for the University in 2002 when the Mathematics Education Centre (MEC) was established. There were about 9 members of staff in the Centre at that time and there are now about 30 members of staff and a growing number of research students.

Clare is the senior secretary in the MEC, working with 3 other secretaries/receptionists. Her day to day roles range from general administration and finance to organizing conferences/events etc, through to web design. She also works on the reception desk in one of the Mathematics Learning Support Centres, in either Central Park or West Park.

Clare became the DSO for the MEC in November 2007. "I have always been interested in health and safety and had some knowledge about it from what I had learnt helping to write health and safety documents and reports in my previous employment", she comments.

Clare goes on; "when the Director of the MEC appointed me as DSO, I started this job at a running pace, making some changes and implementing lots of new systems almost immediately, to make sure the staff and students in the MEC were well looked after e.g. by creating out of hours working sheets, H&S induction packs, DSE assessments, manual handling instructions and our own H&S policy. I introduced myself to the people in the Health, Safety & Environment office from day one and have been in contact with them on a number of occasions to ask their advice on various issues".

Clare is the first point of contact for any health and safety enquires in the MEC including issues relating to fire safety, first aid, accident and incident reporting and general advice. Her DSO role covers all MEC areas in Schofield Building and also a small area in Sir David Davies Building. She reports directly to the Director of the MEC, Dr Carol Robinson.