

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G009
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The following document provides a suggested structure which Aberystwyth University (AU) Institutes or Professional Service Departments can adopt as the template for their Institutes or Professional Service Department Health, Safety and Environment Handbooks. This document should not be considered an extensive guide, as consideration should also be given to any activities or processes which may not be included here, but are relevant to the Institute/Professional Service Department operations. Suggested headings and sections and guidance on information to consider are given in blue text. This text can be deleted or amended as necessary in line with Institute/Departmental requirements. Text marked in red are suggested links and sources of information that Institutes/Professional Service Departments may wish to reference.

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SECTION 1

GENERAL INFORMATION

1.1 INSTITUTE / PROFESSIONAL SERVICE DEPARTMENT HEALTH, SAFETY AND ENVIRONMENT STATEMENT

Each Institute / Professional Service Department should develop an Institute Health, Safety and Environment Statement, in which Institutes / Professional Service Departments should outline their Health, Safety and Environment commitments to their stakeholders or individuals who are affected by their activities, which include employees, students, contractors, members of the public and external clients. For information, Aberystwyth University's current Health, Safety and Environment Statement is as follows.

Institutes/Professional Service Departments may wish to align their respective statements with that of the University and amend as appropriate for local operations or processes.

Aberystwyth University recognises that the protection of the health and safety of our employees, students and others affected by our activities, and of the quality of the environment, are an integral part of the university's operation and a prime responsibility of management at every level.

Specifically AU will:

- *Comply, as a minimum, with legislation and associated codes of practice and improve on the performance standards they specify where it is reasonably practicable to do so.*
- *Conduct our activities safely and in an environmentally responsible manner.*
- *Endeavour to improve continually our health, safety and environmental management systems so that work related ill health and accidents, environmental releases and production of waste are minimised, and energy is used efficiently.*
- *Require all our employees and students to work safely and with due consideration for the health and safety of others and for the environment, and provide whatever training and supervision are necessary.*
- *Involve and consult employees, where appropriate through their representatives.*
- *By recognising our fundamental role in higher education, include health & safety, risk management and sustainable development topics in our taught courses of study where appropriate.*
- *Apply the principles of sustainability when sourcing goods and services.*
- *Require contractors who work for us to accept the same standards of care for health, safety and the environment as the university itself.*
- *Develop and maintain an Environmental Management System as a systematic means to address AU's significant environmental aspects and impacts.*

AU will make available appropriate resources to implement the policy. The university will take all necessary steps, including measuring performance and auditing compliance, to ensure that the policy is understood and is being implemented and maintained at all levels.

The policy will be reviewed annually, updated when necessary and any revisions brought to the attention of all employees and those others who may be affected.

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Institutes/Professional Service Departments may also wish to reference the Aberystwyth University Health and Safety Policy, which should underpin any Health, Safety and Environment Statement:

<https://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/AU-HSE-Policy.pdf>

1.2 STRUCTURE AND RESPONSIBILITIES

This section should chart and outline local Institute/Professional Service Department organisational structures and main responsibilities. Institutes / Professional Service Departments may wish to refer to Aberystwyth University's Health and Safety Policy which outlines the key roles and responsibilities. Consideration may also be given to documenting local Institute/Professional Service Department arrangements and delegation of duties, as is possible under section 2.8 of the Policy. Please note that, while particular duties can be delegated by the Institute Director / Head of Professional Service Department, responsibility for the day-to-day implementation of health and safety policies and procedures remains with the Institute Director/Head of Professional Service Department.

1.3 INSTITUTE / PROFESSIONAL SERVICE DEPARTMENT HEALTH, SAFETY AND ENVIRONMENT COMMITTEE

This section should outline local arrangements for the Institute/Professional Service Department Health, Safety and Environment Committee. Section 2.8.8 of the AU Health and Safety Policy documents some of the requirements for the Institute/Professional Service Department Health, Safety and Environment Committee. This may include but may not be limited to information relating to:

- The regularity of Institute/Departmental Health, Safety and Environment Committee meetings.
- The Institute/Professional Service Department Health Safety and Environment Committee's composition and terms of reference.
- Means by which members can access the Committee's minutes and papers.
- The Institute/Professional Service Department Health Safety and Environment Committee's current membership e.g.

Name	Department	Location	Email	Telephone

1.4 HEALTH AND SAFETY CO-ORDINATORS

A definition and description of the responsibilities of Health and Safety Coordinators are given in Section 2.9 of the AU Health and Safety Policy

(<http://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/AU-HSE-Policy.pdf>).

Health and Safety Coordinators are '*members of staff concerned with day-day health and safety matters within their Institute / Professional Service Department and are appointed by the Institute Director/Head of Professional Service Department in accordance with clear terms of reference.*'

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This section should include but may not be limited to information relating to the names and contact details of the Institute / Professional Service Department's Health and Safety Coordinator(s). Please note that an Institute / Professional Service Department may have multiple Health and Safety Coordinators (in different departments, operational areas, etc), as deemed appropriate by the respective Institute Director/Head of Professional Service Department.

Name	Department	Location	Email	Telephone

1.5 SPECIALIST SAFETY OFFICERS

Institutes / Professional Service Departments may, but not necessarily, wish to appoint specialist safety officers within their structures. Such posts may be considered if the Institute/Professional Service Department's activities or specific operation involve specialist processes or equipment such as radiation, lasers, etc. Such posts may be appointed as deemed appropriate by the respective Institute Director or Head of Professional Service Department, but are not a specific requirement. Areas in which Institute/Professional Service Departments may wish to appoint Specialist Safety Officers may include, but may not be limited to:

- Radiation Safety Officer
- Laser Safety Officer
- Child Protection Officer

1.6 LOCATIONS WHERE THE INSTITUTE/PROFESSIONAL SERVICE DEPARTMENT HAS A SIGNIFICANT PRESENCE

This section should include details of the buildings in which the Institute/Professional Service department has a significant presence. This should include buildings in which Institute/Professional Service members of staff are based and/or buildings in which activities relating to the Institute/Professional Service Department take place.

Information to be included may include, but should not be limited to building name, address, the department(s)/operational area(s) which operate within that building, and a contact number for the reception area or caretaker for that building.

Building	Address	Department	Contact Number

1.7 INSTITUTE/PROFESSIONAL SERVICE DEPARTMENT ENVIRONMENTAL REPRESENTATIVES

This section should include but may not be limited to information relating to the names and contact details of the Institute / Professional Service Department Environmental Representative(s). Please note that an Institute / Professional Service Department may have multiple Environmental Representatives (in different

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departments, operational areas, etc), as deemed appropriate by the respective Institute Director or Head of Professional Service Department.

Name	Department	Location	Email	Telephone

1.8 BUILDING SAFETY AND EVACUATION GROUPS

Reference may be made to the type of evacuation plans currently being implemented within the building, and the correct muster point(s) for each respective building in the event of a fire alarm activation.

Institutes / Professional Service Departments may also wish to reference the relevant Building Fire Safety manuals if appropriate.

Members should also be aware of the Campus Services Helpdesk service to which maintenance requests should be referred. The Campus Services Helpdesk is available via phone on 01970 62 (2999) (24 hours) or on email at campushelp@aber.ac.uk.

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

Information relating to Fire Safety is available at: <http://www.aber.ac.uk/en/hse/proc-prac/fire-safety/>

Information relating to Fire Marshal Training Courses can be found at:
<https://www.aber.ac.uk/en/hse/training/fire-marshal/>

Forthcoming courses and bookings can be viewed via the Health, Safety and Environment training pages:
https://stafftraining.bis.aber.ac.uk/hs/list_courses.php

1.9 FIRST AID ARRANGEMENTS

Institutes / Professional Service Departments should include a list of all first aid trained members of staff. It would be advisable to distinguish between the First Aid at Work (FAW) and Emergency First Aid at Work (EFAW) trained members of staff. Information which Institutes/Professional Service Departments may wish to include concerns names, locations, contact details and certificate expiry dates.

FIRST AID AT WORK (FAW) TRAINED STAFF

Name	Department	Location	Email	Telephone	Expiry

EMERGENCY FIRST AID AT WORK (EFAW) TRAINED STAFF

Name	Department	Location	Email	Telephone	Expiry

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MENTAL HEALTH FIRST AIDERS

Name	Department	Location	Email	Telephone	Expiry

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

Information relating to First Aid Training Courses can be found at:

<https://www.aber.ac.uk/en/hse/training/first-aid-training/>

Information relating to Mental Health First Aiders is available at: <https://www.aber.ac.uk/en/student-support/health/mental-health/first-aid/>

Forthcoming courses and bookings can be viewed via the Health, Safety and Environment training pages:

https://stafftraining.bis.aber.ac.uk/hs/list_courses.php

The locations of Institute/Departmental first aid box(es) may also be included alongside local procedures for requesting additional or replacement first aid supplies.

The First Aid Box Inventory Request Form is available via the following link:

<https://www.aber.ac.uk/en/hse/proc-prac/first-aid/>

1.10 INSTITUTE/PROFESSIONAL SERVICE DEPARTMENT NOTICEBOARDS

Designated and clearly identifiable Health, Safety and Environment Noticeboard space should be available in Institute/Professional Service Department areas. The location of these noticeboards should be prominent and easily accessible.

The documents presented should include, but are not limited to:

- Emergency and Out of Hours Telephone Numbers
- Names, locations and contact numbers for local first aid members of staff
- The location of the closest first aid box(es)
- AU Incident Reporting Procedure
- A copy of the University's public liability insurance certificate
- Health, Safety and Environment Induction and Training information
- Health and Safety Executive Law Poster (Hard copies are available from the Health, Safety and Environment Department)
- Building Evacuation Muster Points

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Handbooks should make clear that advice on how to obtain this information is available from the Health, Safety and Environment department.

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SECTION 2

CORE REQUIREMENTS

The following sections should chart and outline local Institute/Professional Service Department arrangements for each of the core requirements identified. Institutes/Professional Service Departments may wish to make reference to local procedures or manuals in this section, or make reference to how the local arrangements conform to Aberystwyth University guidance or procedures.

2.1 GENERAL RISK ASSESSMENT MANAGEMENT

This section may include but may not be limited to information relating to Institute/Professional Service Department arrangements for Risk Assessment Management. This may include local procedures for producing, approving and storing risk assessments. It is recommended that Institutes/Professional Service Departments store all associated Risk Assessments electronically and in a central location which is easily accessible to all members of staff.

Institutes/Professional Service Departments may also wish to give consideration to their timeline for review of risk assessments i.e. all Risk Assessments should be reviewed periodically, and following any reported incidents or near misses relating to a particular risk assessment.

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

The Aberystwyth University Risk Assessment Safety Management Standard Practice Instruction can be found at: <https://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/riskassessment/AU-HSE-RA-SPI.pdf>

The Health and Safety Executive's (HSE) 'Five steps to risk assessment' provides best practice instructions for producing effective risk assessments:
[https://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/riskassessment/indg163\(v2\).pdf](https://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/riskassessment/indg163(v2).pdf)

Example Risk Assessments for a range of activities can be found at: <https://www.aber.ac.uk/en/hse/proc-prac/risk-assessment/education-sector/>

Information relating to Risk Assessment Training Courses can be found at:
<https://www.aber.ac.uk/en/hse/training/risk-training/>

Forthcoming courses and bookings can be viewed via the Health, Safety and Environment training pages:
https://stafftraining.bis.aber.ac.uk/hs/list_courses.php

2.2 DISPLAY SCREEN EQUIPMENT ASSESSMENT

This section may include but may not be limited to information relating to Institute/Professional Service Department arrangements for Display Screen Equipment (DSE) Assessments.

Institutes/Professional Service Departments may wish to expand on their local procedures for undertaking, implementing recommendations, and recording DSE Assessments for their members of staff. This may include

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key contact person(s) within the Institute/Professional Service Department to whom DSE queries should be directed.

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

The Aberystwyth University Standard Practice Instruction for Display Screen Equipment can be found at: https://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/DSE_Standard_Practice_Instruction_Revised.pdf

The VDU Workstation Checklist can be found at: <https://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/vduchecklist.pdf>

Further information relating to Display Screen Equipment can be found at: <https://www.aber.ac.uk/en/hse/proc-prac/dse/>

2.3 PORTABLE ELECTRICAL EQUIPMENT TESTING

This section should include contact details for the responsible individuals for either undertaking or arranging Portable Appliance Testing (PAT) in each department/building/operational area as deemed appropriate by the relevant Institute Director/Head of Professional Service Department. Institutes/Professional Service Departments may also wish to include dates for the last PAT testing undertaken and intended dates for the next PAT testing cycle.

Department/Operational Area	Name	Contact	Email	Last Tested	Next Test

Institutes/Professional Service Departments may also wish to direct readers to an Institute/Professional Service Department register of all electrical equipment which requires and has been subject to testing.

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

Information relating to Portable Appliance Testing can be found at: <https://www.aber.ac.uk/en/hse/proc-prac/electricity/>

2.4 SAFETY OF EXPECTANT OR NEW MOTHERS

This section may include but may not be limited to information relating to Institute/Professional Service Department arrangements for the safety of new or expectant mothers. Institutes/Professional Service Departments may wish to clarify the responsibilities and roles of individuals at a local level relating to Expectant or New Mothers.

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

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The Aberystwyth University Safety Information for New or Expectant Mothers document can be found at:
<http://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/procedurespracticesforms/s006rev3b.pdf>

Further guidance relating to Safety of New or Expectant Mothers can be found at:
<http://www.aber.ac.uk/en/hse/proc-prac/mothers/>

2.5 HS&E TRAINING NEEDS ASSESSMENT, INDUCTION AND TRAINING

This section should include but may not be limited to information relating to Institute/Professional Service Department arrangements for identifying, meeting and recording Institute/Professional Service Department staff training needs.

The following sections should be considered:

a) Training Needs Assessment

Reference may be made to the method by which the Institute/Professional Service Department identifies the training requirements for each individual or group(s) of staff.

b) Induction

This section should document the local Institute/Professional Service Department arrangements for new staff inductions. Reference may be made to the central induction sessions conducted by the Human Resources department, but should also include details of induction requirements and arrangements at the Institute/Professional Service Department level. Institutes/Professional Service Departments may wish to provide contact details of individuals who are responsible for local staff inductions.

Name	Department	Location	Email	Telephone

The Health, Safety and Environment Induction Report (S010F) will provide Institutes/Professional Service Departments with an indication of the type of issues that should be considered by the local induction process.

Members should note that an Aberystwyth University Health, Safety and Environment Training Policy is currently under development, and should be referenced in this document once approved.

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

The Health, Safety and Environment Induction Report (S010F) is available at:
http://www.aber.ac.uk/en/hse/fag/hse_induction/

c) Training

This section may wish to provide information relating to the training courses offered to members of staff. This can include outsourced training courses, training courses provided by the Health, Safety and Environment

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department, and in house courses provided by members of the Institute/Professional Service Department. Members may also wish to document any compulsory training which must be completed by individuals in specific roles.

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

Information relating to Health, Safety and Environment Training Courses offered by the Health, Safety and Environment department can be found at: <https://www.aber.ac.uk/en/hse/training/>

Forthcoming courses and bookings can be viewed via the Health, Safety and Environment training pages: https://stafftraining.bis.aber.ac.uk/hs/list_courses.php

2.6 INSTITUTE/PROFESSIONAL SERVICE DEPARTMENT INSPECTIONS

This section should document the local Institute/Professional Service Department arrangements for conducting inspections. Consideration may be given to specifying the regularity by which inspections will be undertaken, details of individuals responsible for co-ordinating and implementing inspections, and the criteria by which inspections will be undertaken. The Institute/Professional Service Department may wish to refer to an internal guidance document if available.

Issues to consider when conducting Institute/Professional Service Department Inspections may include, but should not be limited to:

- General Housekeeping
- General Maintenance
- Electrical Safety
- First Aid
- Environmental Conditions
- Welfare
- Workstations e.g. Display Screen Equipment
- Hazardous Substances and Machinery (if applicable)
- Manual Handling
- Personal Protective Equipment (PPE)
- Accident and Incident Reporting
- The Environment

2.7 INCIDENT REPORTING AND INVESTIGATION

This section should document the local Institute/Professional Service Department arrangements for incident reporting and investigation. Institutes/Professional Service Departments may wish to illustrate how their local arrangements comply with Aberystwyth University's Incident Reporting procedure.

A typical incident reporting and investigation process is as follows:

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This section may include contact details for the recipients of Incident Report Forms within the Institute / Professional Service Department.

Name	Department	Location	Email	Telephone

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

The Reporting of incidents and cases of occupational ill health Standard Practice Instruction can be found at: <http://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/procedurespracticesforms/S002.pdf>

The Incident and Occupational Health Report Form (S002F) can be found at: <http://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/procedurespracticesforms/en-incident+occ-health-rep-new3.pdf>

2.8 REPORTING HS&E CONCERNS

This section should include but may not be limited to information relating to local Institute/Professional Service Department arrangements for reporting Health, Safety and Environment concerns. This section may include either informal or formal methods for individuals to raise any safety issues or concerns within the Institute/Professional Service Department. Members may also wish to document a procedure by which concerns are received, investigated and actioned (if deemed appropriate and necessary).

2.9 ACCESS CONTROL / SECURITY

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This section should include but may not be limited to information relating to local Institute/Professional Service Department occupancy and access arrangements. Institutes/Professional Service departments may give consideration to the buildings occupied, or in which the Institute/Professional Service department has a significant presence, the building's open hours in and out of term time (if different), and the out of hours access arrangements for members of staff.

Department/Operational Area	Building Occupied	Building Open Hours (Term Time)	Building Open Hours (Outside Term Time)	Out of Hours Access Arrangements

This section may also wish to refer readers to the 'Lone Working' and 'Out of Hours Working' sections for this document.

Consideration may also be given to reminding members of staff of the expectations when leaving the building e.g. turning off lights, locking office doors, closing all windows etc. If applicable, consideration may also be given to any additional expectations for the last member of staff who leaves a building.

2.10 VISITORS

This section should include but may not be limited to information relating to local Institute/Professional Service Department arrangements for ensuring the safety of visitors. Institutes/Departments may wish to differentiate between the local arrangements for Open and Visiting Days, unannounced visitors by members of the public, and visiting colleagues or academics from other Universities of organisations.

Issues to consider may include, but should not be limited to:

- Information and Communication
- Supervision
- Security Arrangements
- Personal Protective Equipment (PPE)
- Emergency Procedures
- Accidents or Incidents
- Duties of Staff
- Unauthorised Personnel

2.11 LONE WORKING

This section should include but may not be limited to information relating to local Institute/Professional Service Department arrangements for lone working. Issues to consider may include, but should not be limited to measures to inform Line Managers of lone working, and general Institute/Professional Service Department expectations for lone working. Users should note that an Aberystwyth University Lone Working Policy is currently under development, and will be available once approved.

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Institutes/Professional Service Departments may wish to direct members to the following sources of information:

Information relating to lone working can be found at: <http://www.aber.ac.uk/en/hse/proc-prac/loneworking/>

2.12 OUT OF HOURS WORKING

This section should include but may not be limited to information relating to local Institute/Professional Service Department arrangements for out of hours working. Institutes/Professional Service Departments may wish to combine this section with that of Lone Working, as the guidance provided may be very similar.

2.13 DRIVING AND TRAVEL FOR WORK

Institutes/Professional Service Departments may have use of their own vehicles for University business, or make use of another Institute/Professional Service Department's vehicles. This section should include but may not be limited to information relating to local Institute/Professional Service Department arrangements for managing and maintaining University owned vehicles.

Users should note that AU vehicles should only be used for AU business. Users should also be aware that all users of AU vehicles must be authorised to do so. Driver authorisation forms are available from the Finance Department.

In instances where an Institute/Professional Service Department has their own vehicle(s), users may wish to note local arrangements which include, but may not be limited to:

- The process for becoming authorised drivers, and internal methods of maintaining updated lists of Institute/Professional Service Department authorised drivers.
- Details for nominated individuals(s) within the Institute/Professional Service Department who assume responsibility for the vehicles use and maintenance. This may include: performing risk assessments for standard travel-related duties, checklists to be completed prior to all journeys, ensuring regular servicing, MOT Certificates and general maintenance.
- A system of documenting the date, purpose and distance of all travel undertaken in AU vehicles should be implemented and maintained.

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

Application forms to become AU authorised drivers can be found at: <https://www.aber.ac.uk/en/finance/information-for-staff/forms/>

Information relating to transport and travel can be found at: <https://www.aber.ac.uk/en/hse/proc-prac/travel/>

Daily Vehicle Inspection Sheets can be found at: <https://www.aber.ac.uk/en/hse/proc-prac/vehicle-inspection-sheets/>

2.14 FIELDWORK / TRIPS (TEACHING AND RESEARCH)

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This section should include but may not be limited to information relating to local Institute/Professional Service Department arrangements for fieldwork and trips. This section will be especially prevalent for Institutes whose staff actively engages in fieldwork for teaching and/or research purposes, or students who undertake fieldwork or visits which form either compulsory or optional parts of their programmes of study.

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

Information relating to Fieldwork Safety can be found at: <http://www.aber.ac.uk/en/hse/proc-prac/fieldwork/>

Fieldwork Risk Assessment Packs, including a Fieldwork Checklist, are available at the following link: <http://www.aber.ac.uk/en/hse/proc-prac/risk-assessment/>

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SECTION 3

FUNCTIONAL AREAS

The following sections should chart and outline local Institute/Professional Service Department arrangements for each of the functional areas applicable.

Areas to consider may include, but may not be limited to:

- 3.1 OFFICES**
- 3.2 LABORATORIES**
- 3.3 WORKSHOPS**
- 3.4 COMMUNAL AREAS**
- 3.5 PERFORMANCE AREAS**
- 3.6 STUDIOS**
- 3.7 KITCHENS**
- 3.8 CAFES / BARS**
- 3.9 SPORTS FACILITIES**
- 3.10 FARMS**
- 3.11 OTHERS (AS DETERMINED BY THE INSTITUTE/PROFESSIONAL SERVICE DEPARTMENT)**

Once identified, Institutes/Professional Service Departments are required to document local arrangements for specialist requirements in each of the functional areas as considered appropriate.

Users should note that the guidance relating to specialist requirements for all applicable functional areas should be considered **in addition** to the core requirements noted previously.

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SECTION 4

SPECIALIST REQUIREMENTS

4.1 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

This section should include but may not be limited to information relating to local Institute/Professional Service Department arrangements for ensuring compliance with the Control of Substances Hazardous to Health (COSHH) Regulations.

Users may wish to consider issues which may include, but are not limited to:

- Local arrangements for recording and maintaining COSHH records;
- Local arrangements for conducting and documenting COSHH Risk Assessments, in line with COSHH Regulations.
- Documenting procedures and contingencies in the event of incidents involving harmful substances.

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

Information relating to Control of Substances Hazardous to Health (COSHH) is available through the following link: <http://www.aber.ac.uk/en/hse/proc-prac/coshh/>

4.2 DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES REGULATIONS (DSEAR)

This section should include but may not be limited to information relating to local Institute/Professional Service Department arrangements for ensuring compliance with the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).

This section may wish to consider, but may not be limited to:

- Identifying dangerous substances held by the Institute/Professional Service Department and the associated fire and explosion risks.
- Control measures to remove these risks or, when not possible to remove, control.
- Measures to reduce the effects of any incident or potential incident involving dangerous substances.
- Arrangements for preparing plans and procedures in the event of incidents involving dangerous substances.
- Methods of ensuring that individuals who are exposed to Dangerous Substances and/or Explosive Atmospheres are informed of and trained to deal with the associated risks.
- Identifying areas within the Institute/Professional Service Department where explosive atmospheres can occur and developing measures to avoid ignition sources in those areas.

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

Information relating to Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) can be found at: <http://www.aber.ac.uk/en/hse/proc-prac/dsear/>

4.3 ELECTRICITY

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This section should include but may not be limited to information relating to local Institute/Professional Service Department arrangements for electrical equipment.

This section may focus on specific or specialised electrical equipment which has not previously been considered in Section 2.3.

4.4 RADIATION

This section should include but may not be limited to information relating to local Institute/Professional Service Department arrangements for radiation sources. This section would only apply to Institutes/Professional Services Departments who are engaged in work with radiation sources.

Users may be referred to the Ionising Radiation AU Local Rules (<https://www.aber.ac.uk/en/hse/proc-prac/radiation/>). Relevant Institutes/Professional Service Departments may also wish to reference and refer users to their local standard practice instructions which may include, but will not be limited to obligations, training requirements, disposal methods, and employee monitoring procedures.

Users may wish to document, if applicable, the contact details for their Institute/ Department Radiation Protection Supervisor(s).

Name	Department	Location	Email	Telephone

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

Information relating to radiation can be found at: <https://www.aber.ac.uk/en/hse/proc-prac/radiation/>

4.5 MANUAL HANDLING

This section should include but may not be limited to information relating to local Institute/Professional Service Department arrangements for manual handling. Consideration should be given to tasks undertaken within the Institute/Professional Service Department which require manual handling, with guidance provided for members undertaking these tasks. This guidance should include, but should not be limited to local expectations for manual handling, training requirements, and references to the appropriate risk assessments.

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

Guidance relating to Manual Handling is available at: <https://www.aber.ac.uk/en/hse/proc-prac/manual-handling/>

Information relating to Manual Handling Training Courses can be found at: <https://www.aber.ac.uk/en/hse/training/man-han-training/>

Forthcoming courses and bookings can be viewed via the Health, Safety and Environment training pages: https://stafftraining.bis.aber.ac.uk/hs/list_courses.php

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4.6 DIFFICULT/VIOLENT PEOPLE

This section should include but may not be limited to information relating to local Institute/Professional Service Department arrangements for dealing with difficult or violent people. This section should include information relating to local precautions for protecting staff and students from difficult or violent people, identified in the relevant risk assessments.

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

The University's Dignity and Respect at Work Policy is available at: <https://www.aber.ac.uk/en/hr/policy-and-procedure/dignity/>

The Health and Safety Executive (HSE) Guidance on Violence at Work is available at: <http://www.hse.gov.uk/pubns/indg69.pdf>

4.7 WORKING AT HEIGHT

This section should include but may not be limited to information relating to local Institute/Professional Service Department arrangements for working at height. Consideration should be given to tasks undertaken within the Institute/Professional Service Department which require working at height, with guidance provided for members undertaking these tasks. This guidance should include, but will not be limited to local expectations and procedures for working at height, training requirements for all members of staff who will be undertaking such work, and references to the appropriate risk assessments.

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

Guidance relating to Working at Height is available at: <http://www.aber.ac.uk/en/hse/proc-prac/working-at-height/>

4.8 FOOD SAFETY

This section should include but may not be limited to information relating to local Institute/Professional Service Department arrangements for food safety. This section is most relevant to Institutes/Professional Services Departments whose activities and operations include food service. This guidance should include, but will not be limited to local expectations and procedures for food safety, training requirements for all members of staff who will be undertaking such work, and references to the appropriate risk assessments.

Institutes/Professional Service Departments may also wish to provide guidance in this section relating to local arrangements for staff distributing home-baked or home-made foods in respect of food hygiene.

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

Basic guidance relating to food safety is available at: <http://www.aber.ac.uk/en/hse/faq/>

Information relating to Food and Drink is available at: <http://www.aber.ac.uk/en/hse/proc-prac/food-drink/>

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4.9 NOISE AND VIBRATION

This section should include but may not be limited to information relating to local Institute/Professional Service Department arrangements for controlling staff or student exposure to noise and vibration. Consideration should be given to tasks undertaken within the Institute/Professional Service Department which involve exposure to noise and/or vibration, with guidance provided for members undertaking these tasks. Users may wish to document the tasks and/or areas within their Institute/Professional Service Department, where staff or students are exposed to excessive noise or vibration.

This guidance should include, but should not be limited to local expectations for work which involves noise and/or vibration, associated training requirements, and references to the appropriate risk assessments. Members should be referred to a contact person with which to discuss any concerns or issues relating to exposure to noise and/or vibration.

4.10 WASTE MANAGEMENT

This section should include but may not be limited to information relating to local Institute/Professional Service Department arrangements for waste management. Users may wish to differentiate between local arrangements for recycling, waste minimisation and for specific types of waste (if relevant).

Waste arrangements to consider may include, but may not be limited to:

- General Waste
- Recycling Waste
- Energy Waste
- Hazardous Waste
- WEEE (Waste Electrical and Electronic Equipment)
- Other waste as may be applicable

Users may also wish to reference internal initiatives to reduce waste and improve efficiency, for example an Institute/Professional Service Department's adherence to NUS Green Impact initiatives.

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

Information relating to Waste Management and Recycling is available at: <http://www.aber.ac.uk/en/hse/proc-prac/waste-disposal/>

4.11 PERSONAL PROTECTIVE EQUIPMENT

This section should include but may not be limited to information relating to local Institute/Professional Service Department arrangements for Personal Protective Equipment (PPE). This section should include but should not be limited to:

- Identified tasks or work activities within the Institute/Professional Service Department where individuals are required to wear PPE.
- Reference to relevant risk assessments where the requirement for PPE has been identified.
- A list of equipment which the Institute/Professional Service Department consider to be PPE.

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- A procedure for recording the distribution and current condition of all PPE.
- A procedure by which members can report damage or faults with PPE and request replacement equipment.
- A procedure by which compliance with industry standards for PPE can be monitored and maintained.

Members should note that an Aberystwyth University Personal Protective Equipment (PPE) Policy is currently under development, and should be referenced and referred to in this document once approved.

Institutes/Professional Service Departments may wish to direct members to the following sources of information:

Guidance relating to Personal Protective Equipment (PPE) at work is available at:
<http://www.aber.ac.uk/en/hse/proc-prac/ppe/>

4.12 STATUTORY TESTING

This section should include but may not be limited to information relating to local Institute/Professional Service Department arrangements for Statutory Testing. This should include any specialist instruments or systems which require regular testing to be undertaken, such as calibrations and health checks. Members may wish to document the date of the next required testing, and procedures for ensuring compliance with testing requirements.

4.13 OTHER

Users may also wish to draw attention to other Specialist Requirements within their Institute/Professional Service Departments as considered relevant. Users should also be aware that this document is not intended as a definitive guide to the requirements and issues which should be documented, and rather hopes to provide a useful guide to the types of requirements, issues, and information to which Institute/Professional Service Departments may wish to refer users.