



Health and Safety Newsletter: No 2  
December 2008

# HEALTH & SAFETY *matters*

## Fire Safety at Christmas

During the lead up to Christmas, the risk of fire can be increased with the introduction into the workplace of Christmas trees, decorations, electrical equipment, and packaging materials. In order to minimise the risk, keep the following in mind:

Christmas tree lights, and any other electrical decorations should conform to the appropriate British Standard (marked with the Kite or CE mark), be fitted with the correctly rated fuse, and be Portable Appliance tested.

- Avoid overloading electrical sockets
- Avoid trailing cables across floors where they can be damaged or cause a tripping hazard
- Avoid leaving lights on unattended for long periods
- Lighted candles are prohibited and should not be used
- Natural Christmas trees are flammable, particularly as they dry out and should therefore be kept in a tree stand filled with water and adequately separated from any heat source. Where possible use a flame retardant alternative.
- Decorations should be non flammable or flame retardant. They should be kept clear of light bulbs and other sources of heat
- Aerosol cans (e.g. decorative paint, artificial snow etc) use flammable propellants and should not be used near naked flames
- Extra or temporary portable heaters should be kept clear of furnishings and other flammable materials
- Wrapping paper and packaging should not be allowed to accumulate and should be disposed of at regular intervals



**ALL THE STAFF OF THE  
HS & E OFFICE WISH  
EVERYONE A VERY MERRY  
CHRISTMAS AND A SAFE,  
PEACEFUL AND PROSPEROUS  
NEW YEAR.**

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 **Loughborough  
University**

## Web site update news



[www.lboro.ac.uk/admin/hse](http://www.lboro.ac.uk/admin/hse)

Since the inaugural edition of "Health and Safety matters" in June 2008, work has continued on the HS & E web pages. Policy and guidance updates published since June relate to dangerous substances and explosive atmospheres, substances hazardous to health (COSHH 2002), first aid and accident reporting, Laser pointer safety and the provision of protective eye wear. Further policy and guidance on PEEPS (see Newsletter No.1), Construction (Small Works) and a new fire incident form and student fining system, and DSE training, were published after the HSEC met on 30 October 2008.

New policies and guidance for the new year will include Personal Protective Equipment and the planning of social events. Please remember that old policies awaiting review are not currently accessible but they are still valid, and if you would like any information concerning them, please contact the HS & E office.

## TRAINING NEWS

The University aims to provide sufficient training to ensure all employees are aware of the hazards in the workplace together with the necessary measures to be taken to protect against the hazards. Since June, health and safety training offered by the HS & E office has included courses on;

- Fire marshal training
- First Aid
- Stress
- DSE
- Manual handling - ("Train the Trainer")
- Coshh, and,
- DSO training; twice in September 08 and again, just before Christmas 08. The modules of which included; risk assessment, hazards, and occupational health.

## Forthcoming Changes to Health & Safety Law

- Another revision of the Chemicals (Hazard Information and Packaging for Supply) Regulations (CHIP) 2002 came into force on 1 October 2008. It implemented an EC Directive adjusting the rules for classifying and labelling mixtures of chemicals.
- In mid November 2008, the HSE finished consulting on proposed changes to the Factories Act 1961 and the Offices Shops & Railway Premises Act 1963 with a view to removing the duty on employers to notify the HSE/LA of places where people work and to keep a general register. This should be removed on 6 April 2009.
- The Health and Safety Information (Amendment) Regulations are to change on 6 April 2009 to allow the HSE to approve and publish new posters and leaflets which do not require the addition or updating of enforcing authority and EMAS contact information by businesses displaying them. Existing posters will not be required to be replaced.
- From 1 October 2009, First Aid training will change. The Regulations remain unaltered, but the training regime, the structure and content of first aid courses, and the approval and monitoring of training providers, will. A new Approved Code of Practice and guidance to the Regulations and a new training guide are to be published next year.

## DSO networking Forum

There were a number of messages which came across loud and clear from a series of meetings held between the HS & E office and DSO's in October/November 2007. One of them was that DSO's felt they needed more support, recognition and guidance from the HS & E office. One idea was to have a biannual DSO's Networking Forum. A lunchtime meeting at which DSO's would see a presentation on a health and safety topic, and use the time to meet and talk with colleagues, sharing experiences and discussing problems together.

The first of these meetings is being held on Wednesday 21 January 2009 and the speaker is Terry Broughton from Gas Safe Consultants Ltd. His talk is about compressed gas safety and is entitled "Compressed Gases - Legislation & Compliance".

## Internal Auditing

The HS & E office have now concluded audits of the health and safety management systems of Estates Services (now known as Facilities Management), imago Services and the Mechanical and Manufacturing Engineering Department. The audit team from the HS & E office used an audit system called "HASMAPP" (Health and Safety Management Profile), a system developed specifically for Universities

and based on the HSE's guidance document "Successful Health & Safety Management" (HSG 65).

The audits were risk based reviews of the health and safety management systems of each service. A number of health and safety hazards, such as manual handling and fire safety, were pre selected for review and focussed upon to be compared against the various HASMAP indicators, in order to evaluate the level of performance achieved.

Fundamentally, the Departments/Services were found to be well managed with strengths and weaknesses identified. Formal management responses to the audit reports were received and have been developed by both Services and Department concerned into health and safety management plans to take forward. The HS & E office thank all those involved for their co operation. The planned programme of audits of departments and services across the University continues and will be reported on in forthcoming newsletters.

## Information is Power

The HS & E office is an important point of contact and source of information, for managers, staff and students for health, safety and environmental matters. Contact us to report an accident or near miss, request advice on, or ask questions about anything to do with health and safety and environmental matters. We will always endeavour to respond quickly and efficiently to any service requests or complaints. We are there to assist you where we can, giving guidance, offering training, workplace monitoring etc.

Information on health and safety issues such as laser pointer safety, is published weekly via e-bulletins, which are sent to Departmental Safety Officers (DSO's). This newsletter is published twice a year and is widely distributed across the University and online. At the HS & E office, we have access to a library of health and safety legislation, approved codes of practice and guidance covering a wide range of subjects. Online resources, such as the Occupational Health & Safety Information Service (OHSIS), are readily accessible to all. For more details on how to access this service, go to [www.lboro.ac.uk/library/index.html](http://www.lboro.ac.uk/library/index.html). The contact details of all the HS & E team members are on page 4.

The Health and Safety Executive (HSE) is another source of information. It offers a comprehensive service to employers and others in a number of ways;

"Infoline" is the HSE's public enquiry contact centre. It provides access to workplace health and safety information, guidance and expert advice. Telephone: "Infoline" on 08701 545500, Fax: 02920 859260 or Email: [hseinformationservices@natbrit.com](mailto:hseinformationservices@natbrit.com).

Visit the HSE web sites:

[www.hse.gov.uk](http://www.hse.gov.uk) and [www.coshh-essentials.org.uk](http://www.coshh-essentials.org.uk). Both sites have free downloadable information and covers a vast range of health and safety topics. "coshh-essentials" is a risk assessment tool which can be used to do Coshh risk assessments.

You can sign up for free email newsletters which cover the latest health and safety news and updates. To subscribe just visit; [www.hse.gov.uk/new/ebulletins/index.htm](http://www.hse.gov.uk/new/ebulletins/index.htm). You can receive E-newsletters covering the following subjects:-

- Slips trips and falls
- REACH
- Construction
- Health and safety statistics
- Vibration
- Stress at work
- Biocides
- Radiation
- Noise
- Workplace transport

To obtain Health and Safety Commission, (HSC) or HSE publications, go to [www.hsebooks.com](http://www.hsebooks.com). You can order online or by post from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA, Telephone: 01787 881165 or Fax: 01787 313995. You can order;

- Free leaflets
- Methods for the determination of hazardous substances
- Research reports
- New publications
- HSE journals
- Access to the HSE's internal operational instructions and guidance

The Environment Agency (EA) is an excellent source for information on environmental issues. They are responsible for regulating industrial emissions to the air, land and water, regulating waste disposal, dealing with flooding and pollution incidents, cleaning rivers, coastal waters, contaminated land and preserving fish and wildlife habitats. Web site [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk), Telephone enquiries: 08708 506506 (Mon-Fri 8-6), Incident hotline: 0800 807060, Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk), or Write to; National Customer Contact Centre, PO Box 544, Rotherham S60 1BY.

## Feedback from the University Health, Safety & Environment Committee

At the meeting of the Health, Safety & Environment Committee (HSEC) on 30 October 2008, the following matters were presented for consideration;

- changes to the terms of reference and membership of the HSEC and the impact those changes will bring
- the Fire Officers report and guidance on a new Fire Incident report form and student fining system
- a report on imago Services health & safety audit
- a discussion paper on matters relating to DSE
- a new policy on PEEPS
- an updated policy on Construction (Small Works)
- University accident statistics, and
- this newsletter!

The agenda and minutes can be seen by going to [www.lboro.ac.uk/admin/committees/hsec/meetings/index.htm](http://www.lboro.ac.uk/admin/committees/hsec/meetings/index.htm). To look at all the papers mentioned, click on "Agenda" or "Minutes" for the October meeting.

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 your DSO know about it, so that the HS & E office (ext 2181) can have the item in good time for the meeting. We need items at least two weeks before the date of the next meeting. Upcoming dates for 2009 are 18 February and 10 June.

## STRANGE BUT TRUE

According to sources close to the Romanian judiciary, a local motorist recently received a speeding ticket, which he noticed later stated that he had been driving his 15 year old Renault at 310mph. The driver told journalists, "there must be some mistake, my car won't do more than 70mph". He's put his car up for sale and he's thinking of upping the price tag. Apparently, the authorities are investigating how such a mistake could have been made.

## Who's who in the HS & E Office

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## DON'T CHUCK IT, ROCKET!

In November 2007 imago Services with the help of Estates Services began the development of a brand new food composting facility.

The plot chosen for the facility was the old nursery building at Falkner Eggington. Initially the building required some basic renovations but is now extremely well suited for its purpose.

The 'Rocket' composting machine can take 120kg of cooked or raw food waste per day from our catered halls. Once in the machine, the food waste is mixed with woodchip, (produced on campus), and a specially formulated protein spray is added to encourage bacterial growth.

Each section of the machine is monitored by a temperature probe with a readout sent to the control panel. This ensures that the mixture inside the machine remains at a high enough temperature to destroy all harmful microbes and bacteria. After 14 days the material inside the machine will appear at the other end as compost. This then needs to mature for 40 days before being ready for use. Before use a sample of the compost is sent to a lab to be tested for risky bacteria such as salmonella and e-coli. With the all clear the compost can then be used on our borders, gardens, pitches and fields.

Due to the successful trial of the original machine, imago services purchased a second machine so that eventually all catered food waste can be diverted from landfill. The composting building underwent alterations in order to accommodate the new machine and both machines were up and running by the end of October. With both machines working at full capacity, 40 tonnes of waste could be diverted from landfill every year. The composting project is just one of many projects this year that has contributed to Loughborough Universities ever improving green status. In July, Loughborough was announced as the 5th greenest University in the UK. A vast improvement on last years position of 38th.



## And finally...

**Q: How many Safety Managers does it take to screw in a light bulb?**

**A: One: the Safety Manager holds it while the rest of the world revolves around him.**

**Q: How can you tell an extroverted Safety Manager?**

**A: When he talks to you, he looks at your safety shoes instead of his own**