

Estates & Capital Development Department

Health and Safety Policy

ECD-HS-PO-376-05-13

OCTOBER 2017 (update)

This policy should be read in conjunction with the University Health and Safety Policy.

Statement of General Policy

Estates & Capital Development Department recognises its duty to comply with the *Health and Safety at Work etc. Act 1974* and will:

1. Ensure so far as is reasonably practical the health, safety and welfare of all those who may be affected by the acts or omission of the Estates department in the execution of their undertakings".
2. Provide adequate resources to maintain health and safety. Carry out risk assessments and review them when necessary.
3. Provide and maintain systems of work that are, so far as is reasonably practicable, safe and without risk to health.
4. Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, that are, so far as is reasonably practicable, safe and without risk to health.
5. Provide employees with such information, instruction, training and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions.
6. Carry out health surveillance, where required.
7. Ensure that all machinery, plant and equipment is maintained in a safe condition, as far as is reasonably practicable.
8. Make adequate provision and arrangements for welfare facilities at work.
9. Keep the workplace safe and ensure that access and egress are safe and without risk, so far as is reasonably practicable.
10. Monitor safety performance to maintain agreed standards.

The duties of employees are to:

1. Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work.
2. Co-operate with others in the University to fulfil our statutory duties.
3. Not interfere with, misuse or wilfully damage anything provided in the interest of health and safety.
4. Adhere to safe working practices, instructions and procedures.

To ensure that this policy is effective, we will:

1. Review it annually, or on significant changes in our department.
2. Make any such changes known to employees.
3. Maintain procedures for communication and consultation between all levels of staff on matters of health, safety and welfare.

Signed:
Ian Oldacre



Position:
Director of Estates.

Dated: 03/06/2017

Next Review Date: JUNE 2018

Organisation and Responsibilities

Responsibilities

Director of Estates

Overall and ultimate responsibility for Health and Safety within Estates and Capital Development Department is that of Director of Estates (Developments and Facilities). In particular, this is to ensure that:

- Ensure so far as is reasonably practical that all aspects of the Health and Safety Policy are implemented.
- The allocation of resources is adequate for effective implementation of the health and safety policy.
- Where legislation requires the formal appointment of competent persons to manage specific safety matters, that this is undertaken.
- Managers, supervisors, employees and contractors are aware of their responsibilities through appropriate delegation.
- Health and Safety performance is regularly reviewed at departmental management and safety meetings.
- Appropriate corrective actions are authorised to ensure compliance with the health and safety policy.
- The policy is reviewed annually or as necessary.

The Director of Estates will also;

Provide direction in relation to Occupational Health and Safety by:

- Ensuring that management systems provide for the effective monitoring and reporting of health and safety performance and to advise The Chief of Operations and Estates of resource requirements;
- Monitor all significant Health and Safety failures keeping abreast of the outcome of any investigations into the causes;
- Ensuring that health and safety implications are considered during the decision making process; and
- Ensuring that health and safety risk management systems are in place and remain effective

The Deputy Director of Estates will;

Assume all the responsibilities of the Director of Estates when;

- The Director of Estates is not available to undertake his duties.

Line Managers/Section Heads/Supervising Officers/Supervisors

All other Managers and Supervisors will:

- Be responsible for the implementation of the ECD Health and Safety Policy.
- Be responsible for the management and maintenance of premises and resources used by their team(s) including plant and equipment.
- Ensure that risk assessments are undertaken and safe systems of work are implemented.
- Enforce Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) requirements.
- Ensure that staff are adequately trained for the tasks they perform.
- Investigate and report on accidents and incidents including near-misses; Ensure contractors comply with relevant Policies, procedures, codes of practice, permits to work, risk assessments and method statements.
- Ensure that appropriate health and safety information, instruction, training and supervision is provided to staff and others under their control.

ECD Health and Safety Advisor

The ECD Health and Safety Advisor is appointed, in the context of this policy to:

- Develop and maintain the ECD safety policies, procedures and guidance documents.

- Monitor and report upon the department's compliance with departmental health and safety policy.
 - Monitor the performance of all activities and take action to prevent danger where necessary.
 - Advise, circulate and maintain a current list of legislation under which the department operates.
 - Identify changes in legislation and guidance affecting the work of the department and advise managers accordingly;
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- Provide guidance and assistance to members of the ECD department and to liaise with the University's Health and Safety Unit where necessary;
 - Advise managers on training requirements; by organising and arranging training where appropriate including tool box talks.

All staff

All employees have a legal obligation to take reasonable care for their own health and safety and that of others whom may be affected by their actions or omissions. Specifically, departmental staff are expected to:

- Comply with University and departmental procedures and health and safety rules; Comply with PPE & RPE requirements.
- Attend training courses identified as necessary to comply with health and safety procedures and rules.
- Behave in a responsible and trustworthy manner.
- Identify and report defects and other health and safety concerns.
- Report accidents and near-miss incidents to their supervisor.
- Suggest improvements in procedures and systems of work.
- Participate in the development of risk assessments and safe operating procedures.
- Co-operate with the University and departmental management on health and safety matters.

Additional Responsibilities

The following named individuals carry additional responsibilities for specific risk areas:

Name(s)	Risk Area	Legislative Requirement
Ian Oldacre	Health & Safety Assistance	Management Health and Safety at Work Regulations 1999 (Regulation 7)
Colin Tuck	Asbestos	Control of Asbestos Regulations 2012(Regulation (4).
Adam Reilly & Lead Projects Manager (post currently vacant) – covered by C Tuck	Operational Surveys – Demolition and Refurbishment Surveys	Ensure ECD managers and supervisors comply with systems implemented to provide compliance with CAR
Adam Reilly	Legionella	The Control of Legionella Bacteria in Water Systems (ACOP L8)
Adam Reilly / (Vacant Position) (SAP) (AP)	High-Voltage Electrical	Electricity at Work Regulations 1989 (Regulation 16)
Chris Buckley (Lifting Equipment's) Adam Reilly (Lifts)	LOLER	Lifting Operations and Lifting Operations Regulations 1998 & Provision and Use of Work ns 1998

Adam Reilly / Adrian Owen	PUWER	Provision and Use of Work Equipment Regulations 1998
Chris Buckley	Pressure systems & Pressure Systems Safety Compressed Air Systems	Pressure Systems Safety Regulations 2000- Compressed Air Regulations
Colin Tuck	Confined Spaces	Confined Space Regulations

Organisation

Monitoring Health and Safety Arrangements

Section Managers will make arrangements for monitoring the health and safety policy and Management arrangements within their area(s) of responsibility through a program of regular inspections and safety tours. The frequency of inspections and safety tours will be relative to the level of risk. Findings from the inspections and safety tours must be formally recorded. Safety Representatives should be invited to participate in the inspection.

A safety audit of departmental activities will be undertaken on a biennial basis by means of an objective and systematic review of safety management systems. The audit will be undertaken by a team whose membership is to be decided or by an outside safety specialist.

Managerial Organisation

Estates and Capital Development Department Management Structure:

The management Structure for the ECD can be found at: <http://www.aston.ac.uk/about/estates/the-teams/>

Health and Safety Organisation

Estates & Capital Development H&S Forum Structure

I. Oldacre. –	Director of Estates - Chair.
M. Johnson-Remy. -	Secretary.
A. Owen. –	Deputy Director of Estates.
C. Tuck. -	ECD Health & Safety Advisor.
A Keogh –	Facilities Officer.
C. Buckley. –	Engineering Officer
A. Reilly. –	Estates Engineering Manager.
S Horton. –	Maintenance Officer.
A. Bryers. –	Energy, Environment and Sustainability Manager.
C. Evans. –	Head of Space, Strategy and Refurbishments.
Vacant Post –	Lead Project Manager.
Trades Representative,	
Safety Office Representative.	

Health and Safety Arrangements

a) Accident Reporting - Reporting of Injuries Diseases and Dangerous Occurrence

All work related accidents and incidents (including near-misses) must be reported to ECD management. Details must be recorded on the University's Accident and Incident Reporting Form which is available at; <http://www.aston.ac.uk/staff/safety/guidance/>

The Accident and Incident Reporting Form allows for the capturing of basic accident investigation measures. This is where details of the cause of the accident or incident can be identified along with immediate actions and longer term actions to prevent a reoccurrence.

Alcohol policy- Management of Health and Safety at Work Regulations 1999

The purpose of this policy is to prevent anyone who is deemed as a high risk worker from becoming a danger, either to themselves or others, as result of the effects of alcohol. Individuals all react differently to the effects of alcohol consumption and as such it is not possible to prescribe an amount of alcohol that would be safe to consume at work during working hours.

Control measures often require the adherence to policies and procedures. It is possible that following the consumption of alcohol an individual's judgment may be impaired resulting in policies and procedures being incorrectly applied or not even applied at all.

Any workers who are deemed to encounter risk or create risk in the course of carrying out their normal duties should abstain from consuming any alcohol whilst working for the university. Everyone must arrive fit for work and free from the effects of alcohol, drugs or substances. Where this is considered not to be the case then an individual may be asked to leave work and this could result in a loss of earnings.

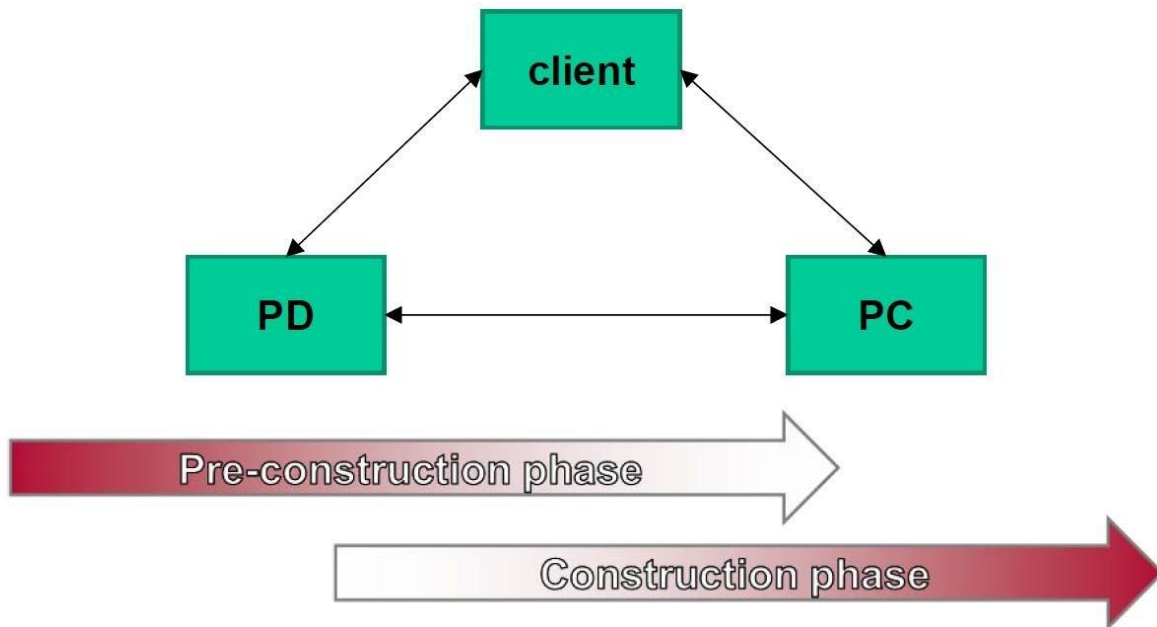
Examples of those deemed to be 'High Risk' workers would include staff engaged in activities such as; Managing, supervising, instructing other persons and staff, Driving Duties, using machinery, power or hand tools, working at height, working with electricity, pressure and hot water systems, hazardous substances, using equipment or moving items around the university. This is not a definitive list but should serve as an indication. Anyone who is not sure about their status in relation to high risk workers should confirm the position with their line manager.

b) Contractor Safety - Construction (Design and Management) Regulations 2015

Contractors Safety arrangements are detailed within the 'Safety Code of Practice for Contractors' which must be adhered to at all times. ECD personnel who are responsible for either supervising or project managing contractors must ensure that they are familiar with the Code of Practice and that it is being adhered to by contractors under their control. The current Code of Practice can be accessed at: <http://www.aston.ac.uk/about/estates/policies/>

For clarity, the following diagram identifies the division of responsibilities for construction works covered by the Construction, Design and Management Regulations 2015 (CDM) and undertaken by or on behalf of Aston University:

The Client's 'Principals'



Definitions:

Construction The carrying out of any building, civil engineering or engineering Construction work. (A full definition can be found within the CDM Regulations 2015.

Notifiable A project is notifiable if the construction work on a construction site is scheduled to (a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or (b) exceed 500 person days.

Non-Notifiable Construction work not meeting the 'notifiable' criteria above.

PD Principal Designer

PC Principal Contractor

As a CDM Client, the EDC is to ensure that all our obligations are discharged, such as:

- Check the competence and resources of all appointees such as Principal Designer and Principal Contractor.
- Ensure that there are suitable management arrangements for the project including welfare facilities.
- Allow sufficient time and resources for all stages of the project.
- Provide all pre-construction information and Provide information relating to the Health & Safety file to the Principal Designer and Principal Contractor.
- Appoint a competent Principal Designer.
- Appoint a Principal Contractor.
- Retain and provide access to the Health & Safety File.

The above shall be overseen by the Director of Estates;

This may be achieved by in-house ECD management or by the appointment of an outside consultant or by a combination of both as seen to be appropriate. Where the PD is undertaken by ECD Management, these duties are to comply to the CDM 2015 Regulations.

Consideration must be made to non-construction contractors e.g. Service Engineers, Caterers, Couriers, etc whom we also owe a duty of care.

For all Non-Notifiable Projects; Project Records are to be kept – including a Construction Phase Plan - that provide for an;

- Audit Trail for Site Specific related and associated health & safety information and associated hazards to contractors at the tender stage
- Written records to demonstrate that risk assessments and method statements provided by contractors for the project are being assessed for their adequacy.

c) **Display Screen Equipment (DSE) - Display Screen Equipment Regulations.**

Due to the nature of the operations of ECD department, a large proportion of activities require the use of DSE. Procedures are in place to ensure possible ill health effects are identified and controlled by process of risk assessment and the provision of training. Further details can be found on the Safety Office webpage's at: <http://www.aston.ac.uk/staff/safety/guidance/>

d) **Driving at Work**

Some jobs may necessitate driving for work purposes (excluding commuting to and from home to a normal place of work). Road Traffic legislation will take precedence over any work procedures however; ECD Management will identify risks and seek to reduce them by all reasonably practical means. The ECD Driving at Work Policy can be found at:

<http://www.aston.ac.uk/about/estates/policies/>

e) **Electrical Safety - Electricity at Work Regulations.**

Electrical equipment must be visually inspected before use for obvious defects. Equipment with loose wiring, damaged plugs or cable/flex, damaged casings should be immediately taken out of service and appropriately marked to prevent further use until repaired or replaced. Repairs to electrical equipment must only be undertaken by those deemed competent to do so. Portable and fixed electrical equipment is subject to statutory testing and Maintenance by a competent person. Staff should not bring any personal electrical equipment into the building for use unless it has been checked and approved by ECD Management. Further information on Portable Appliance Testing (PAT) can be found on the ECD webpage's at: <http://www.aston.ac.uk/about/estates/policies/>

Personal Portable Electric fan heaters are not permitted for use on campus.

f) **Fire Safety Arrangements - Regulatory (Reform) Fire Safety Order.**

This Legislation is covered by the employment of a "**Fire Safety Officer**" Who should be included in all areas where Fire Safety advice is required and before the completion of any works to ensure compliance.

Signage detailing the University's fire evacuation procedures are displayed throughout campus buildings. All staff are required to attend training in '**Fire Safety Awareness**'. Refresher training will be provided at set intervals. The current fire evacuation arrangements can be found on the Safety Office webpage's at: <http://www.aston.ac.uk/staff/safety/guidance/>

Certain ECD staff may be required to take on additional responsibilities in the event of a campus fire emergency; for which, additional training will be provided. These responsibilities will form a part of the University's Emergency Management Plan.

g) **First Aid Arrangements - Health and Safety (First Aid) Regulations.**

A list of First Aiders and their contact details can be found on the Safety Office webpage's at: <http://www.aston.ac.uk/staff/safety/guidance/first-aid/> In addition, all of the Chief of Operations and Estates - Security Officers are First Aid trained and can be contacted in an emergency by dialling 222 or 2222 from Student Residences, or externally on 0121 359 2922.

Staffs are to be encouraged to establish the name and location of the First Aider nearest to their normal place of work.

First Aid provision within ECD Department will be established through the completion of a 'First Aid Risk Assessment'.

h) **Food Safety- The General Food Safety Regulations.**

Catering @Aston Department provide catering facilities on campus for staff and students in addition to internal catering for meetings and events, etc. Catering staff hold appropriate food hygiene qualifications and food premises are subject to external auditing. Details of food hygiene and insurances must be checked by the person responsible for organising any external catering.

Staffs are permitted to prepare snack items of food and drink for their own consumption in selected areas using appropriate equipment provided by the University. General food hygiene should be observed.

i) **Hazardous Substances and Materials -The Control of Substances to Hazardous to Health.**

Some tasks will necessitate the use of hazardous substances and materials. Suitable and sufficient risk assessments must be undertaken for all hazardous substances and non-approved substances and materials must not be used until assessed. Appropriate controls will be implemented to ensure the safe use, handling, storage, transportation and disposal of all hazardous substances and materials used of produced by ECD Department.

Licensed Disposal companies will be utilised and disposal certificates obtained where required. These are to be reviewed at regular intervals or whenever the operation, substance or Regulations change.

j) **Consultation with ECD Employees** the Health and Safety (Consultation with Employees) Regulations 1996

Estates and Capital Development Department will in accordance with the Health and Safety (Consultation with Employees) Regulations 1996, consult employees with regard to:

- The introduction of any measure which may substantially affect the health, safety and welfare of ECD employees, for example the introduction of new equipment or new systems of work;
- The arrangements for appointing competent health and safety advisors and persons including those responsible for the implementation of emergency procedures;
- The provision of health and safety information on risks and dangers arising from work, measures to reduce those risks and what employees should do if they are exposed to a risk;
- The planning and organisation of safety training; and
- The health and safety consequences of introducing new technology.

k) **Home Working - Management of Health and Safety at Work Regulations.**

A member of staff is considered to be a homeworker when they are required to work from home as part of their normal contractual hours permanently or temporarily. Such tasks must be thoroughly assessed by ECD Management to ensure safety of the member of staff and appropriate practical control measures will be implemented. Members of staff who are considered to be homeworkers will be protected by the same health and safety legislation as non-homeworkers and as such, their place of work will also be subject to the same legislation. This may include a risk assessment of the workplace/home.

l) **Lone Workers- Management of Health and Safety at Work Regulations.**

Some work tasks may require employees to work alone for short or extended periods of time. Wherever possible, this time will be kept to a minimum and arrangements will be implemented to ensure lone workers have regular contact with their manager or supervisor and are provided with appropriate and practicable means to maintain contact. Tasks involving lone working must be identified in advance and subject to thorough risk assessment. Control measures to reduce risks must be implemented by managers and supervisors.

m) **Manual Handling - Manual Handling Regulations.**

Manual handling (MH) activities are commonplace within ECD. MH refers to lifting, carrying, pushing, pulling or the movement of any load by physical effect and these activities must be thoroughly risk assessed. Control measures must be implemented to reduce the risk of injury and ill-health. Staff may be required to attend specific training in manual handling techniques. Wherever possible, mechanical means of moving items should be considered before or in place of manual handling.

n) **New and Expectant Mothers- Management of Health and Safety at Work Regulations ECD**

Department is committed to ensuring a safe environment for all new and expectant mothers throughout employment and will ensure appropriate arrangements are in place regardless of the type of work carried out by the individual. Expectant mothers should inform their manager and Human Resources Department as soon as they are aware they are pregnant to ensure that preventative measures can be identified and implemented immediately to ensure the health, safety and welfare of the individual and unborn/new child.

ECD Management will undertake an assessment of the risk from work activities to all female staff of child-bearing age in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended).

o) Occupational Health

The University currently outsources the provision of an Occupational Health Service. Further information and details of the referral process is available from the Safety Office and Human Resources Department.

p) Personal Protective Equipment (PPE) - Personal Protective Equipment Regulations.

Some tasks will necessitate the wearing of PPE including head, hand, foot or eye protection as well as protective clothing and Respiratory Protective Equipment (RPE). All tasks will be thoroughly risk assessed and PPE will only be provided as a 'last resort' when controlling or reducing risks cannot be achieved in other ways. Staff required to wear PPE will receive this free of charge and will be provided with appropriate training, information and instruction in its limitation, use and care. Where applicable, the issue of non-disposable PPE should be recorded; - such as RPE 1/2 Face Masks, & Hard Hats.

q) Risk Assessment and Safe Working Practices - Management of Health and Safety at Work Regulations.

ECD Managers and Supervisors will ensure that all tasks are subject to a risk assessment and that where a significant hazard exists, a thorough risk assessment is undertaken and a Safe Working Practice (SWP) developed. Risk Assessments will be reviewed at regular intervals.

Where reasonably practicable, Risk Assessments and Safe Working Practices will be undertaken by a group with members' representative of employees and management and will be communicated out to all employees who may be affected by the risk.

ECD Managers and Supervisors responsible for the engaging of third party contractors will ensure that tasks and activities undertaken by those third party contractors are subject to risk assessment, and where appropriate; lead to the development of Method Statements. The ECD Manager/Supervisor will assess the risk assessment to confirm its suitability and sufficiency and will monitor compliance throughout the task or activity.

r) Safety Footwear

To guard against foot and toe injuries, some activities or work areas have been designated as requiring staff to wear safety footwear. A standard range of safety footwear will be provided. Where a member of staff requires footwear outside of the standard range for medical reasons and referral to the University's Occupational Health Service may be required.

s) Smoking

The University operates a No Smoking policy within its campus buildings. The policy document can be found on the Human Resources Department's webpage's at:<http://www.aston.ac.uk/staff/hr/policy-procedures/health-safetyrd/smoking/>

t) Stress

The University recognises the increasing pressures that exist in everyday life and in modern work situations. Further details on how the University supports staff to help reduce and prevent them suffering from excessive pressure can be found in its Policy for the Prevention and Management of Work Related Stress which is available at: <http://www.aston.ac.uk/staff/hr/policy-procedures/wellbeing/stresspolicy/>

u) Training

All staff regardless of position, length of service or role will be provided with appropriate health and safety training. Training needs will be determined by a combination of training needs analysis, the risk assessment process, Performance Development Review's or ongoing self-improvement. Safety related training will be provided at the University's expense and inside of contracted working hours unless by prior arrangement.

Managers and Supervisors will ensure that staffs under their control have sufficient competency to safely carry out assigned tasks and activities. Supervision at an appropriate level will be provided.

v) Violence at Work- Management of Health and Safety at Work Regulations.

In exceptional circumstances some ECD Department staff may find themselves in a position where they experience bullying, harassment, intimidation and/or violence at work. Whilst these are rare occurrences, there are a number of possible situations which may arise and the procedure for dealing with such incidents can be found on the Human Resources Department's webpage's at: <http://www.aston.ac.uk/staff/hr/policy-procedures/>

ECD Management will take all appropriate actions necessary to identify possible situations and reduce the risks, and will not tolerate such acts against its staff.

w) **Work Equipment and Machinery Safety- Provision and Use of Work Equipment Regulations.**

All work equipment and machinery has safe operating methods that must be strictly adhered to. Staff operating machinery must ensure they operate the equipment in accordance with training provided and take all necessary precautions to ensure safety of themselves and others by may be affected by their acts or omissions. Risk assessments will be conducted for equipment and machinery and Safe Working Practices (SWP's) developed. Scheduled maintenance and where appropriate, testing, will be arranged as required.

x) **Young Persons* - Management of Health and Safety at Work Regulations.**

ECD Department will not employ any young person (whether paid or otherwise) to take part in tasks deemed as high risk by the process of risk assessment. Where young persons are employed, a thorough risk assessment will be undertaken and a member of staff nominated to supervise the young person.

*A young person is an individual who is over school leaving age but less than 18 years of age.

y) **Welfare Arrangements- Workplace (Health, Safety and Welfare) Regulations.**

The ECD Department is to provide sufficient Messing & Welfare facilities for its entire staff and where required is to provide for the needs of contractors such facilities as necessary.

These Duties include the provision of:

- Access Egress arrangements including ensuring that the condition of floors and traffic routes remain in a good state of repair.
- Provision of suitable and sufficient temperature, ventilation and lighting for those tasks being undertaken and maintenance of such systems.
- Provision of suitable and sufficient drinking, washing and sanitary facilities and maintenance of such systems.
- Provision of suitable and sufficient protection from falls or falling objects from height and maintenance of installed systems.
- Provision of suitable and sufficient waste disposal and housekeeping arrangements.
- Provision of suitable and sufficient workstations and equipment including adequate space to undertake tasks.
- Ensure that regular workplace inspections are completed by a competent person and where remedial action is identified it is implemented within a reasonable timescale.
- Ensure that all safety critical systems are maintained in accordance with both statutory and manufacturers' requirements by competent persons and that adequate records are maintained.

z) **Working at Height- Work at Height Regulations.**

All working at height is to be undertaken through a suitable and sufficient Risk Assessment and Safe Working Practice. Any operative required to work at height is to undergo safety training in the use and operation of the access equipment's required to undertake the work. Staff working at height must ensure that they operate in accordance with training provided and take all necessary precautions to ensure safety of themselves and others by may be affected by their acts or omissions. Access to any Roof area is to be controlled by a Permit to Work System controlled by ECD Management and assisted by Security for key control. All access equipment's are to be subject to regular inspections with records kept of each item.

z-1) Confined Spaces- Confined Space Regulations.

Access to Confined Spaces is to be strictly controlled by use of the Traffic Light System denoted in the Confined Space Policy and by use of the Confined Space Board - (in the ECD Maintenance & Facilities Office) - to record the presence of all persons currently in the restricted areas. All Confined Spaces are to be clearly defined by signage to warn all persons of the confined space. ECD Maintenance staffs are to undergo regular training in the controlled entry into confined spaces. The Reason for entry is to be for short duration work or inspections only. Any long term works or works by contractors is to be carried out under the control of a Suitable and Sufficient Risk Assessment and Method Statement.

z-2) Pressure Systems and Vessels- Pressure System Safety Regulations- (PSSR).

All pressure Vessels and Equipment's as defined in the PSSR Regs within the University are to be subject to regular Insurance inspections and a list of items held and requirements/actions recorded. The ECD Engineering Officer is tasked to co-ordinate the inspections with the University Schools and Departments to ensure that this is complied with.

Where applicable the Compressed Air regulations are to be complied with in the Design, Fitting, Operation and Servicing of the Systems and Equipment's

z-3) Lifting Equipment's - Lifting Operations and Lifting Equipment Regulations - (LOLER).

All Fixed and Portable Lifting Equipment's as defined in the LOLER Regs held within the University are to be subject to regular Insurance inspections and a list of all items held and requirements/actions recorded. The ECD Engineering Officer is tasked to co-ordinate the inspections with the University Schools and Departments to ensure that this is complied with.

z-4) Asbestos Management- Control of Asbestos Regulations 2012.

The Control and Management of Asbestos is to be maintained by the enforcement of a rigorous Asbestos Policy that requires that all work that may disturb the fabric of any building or Services, fittings and equipment's, the managers, operatives or Contractors refer to the Asbestos Register prior to starting work. All operatives working on site are to be in date for an Asbestos Awareness Course. The ECD is to operate an Emergency Asbestos Incident Procedure for the event of asbestos fibre release. The Asbestos Policy and Procedures can be found at- <http://www.aston.ac.uk/about/estates/policies/>

z-5) HV & LV Electrical Systems- Electricity at Work Regulations 1989.

The ECD is to produce an **Electrical Specification that conforms to BS 7671 17th Edition** and is to be adhered to by all University Staff and Contractors employed by the University. The ECD is to have and maintain an HV Qualified **"Senior Authorised Person"** and an **"Authorised Person"** to oversee the Site HV Systems. The ECD is to Ensure that all **Portable Electrical Equipment's** are regularly inspected to conforming with IEC COP for **the "In-service inspection and testing of Electrical Equipment"; 4th Edition**. The Electrical Policy and Procedures can be found at- <http://www.aston.ac.uk/about/estates/policies/>

z-6) Control of Legionella – HSG 274 Part 1,2 & 3

The ECD is to produce and maintain effective policy and procedures and necessary for the control and management of Legionella. The ECD Engineering Officer is tasked to co-ordinate this and to arrange for Legionella Risk Assessments to be undertaken by competent third parties. The Control of Legionella can be found at - <http://www.aston.ac.uk/about/estates/policies/>

z-5) Workplace Risk Areas

<ul style="list-style-type: none"> Asbestos Bio-Hazards- Chemicals Confined spaces Display Screen Equipment (VDUs) Electricity Excavation - Falling objects/collapsing structures Fire and Explosion – Gas leaks- Legionella – Lasers- Machinery (including guarding) Magnetic Fields - Manual handling – Noise- Pressure systems- Radiation- (Ionising & Non-Ionising). Slips, trips and falls- Stress- 	<ul style="list-style-type: none"> Substances hazardous to health (Including dust, fume, etc) - Temperatures (Heat & Cold Stress) Transport (including carrying dangerous substances, and pedestrians in the workplace) Vibration - Violence to staff - Water Leaks/Flooding Work equipment Work-related upper limb disorders Working alone Working at heights Working environment
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This Policy is to be reviewed every 12 months or when regulations and/or circumstances change.