

Health & Safety Bulletin



Issue 20

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Online COSHH training course



An online e-learning COSHH course is now available on the LEARN platform.

All staff and students who use or are affected by substances which are covered by the Control of Substances Hazardous to Health Regulations should undertake this e-learning course to understand the legislation governing hazardous substances, University procedures, possible risks associated with these types of substances and control measures to reduce the risks.

The course is comprised of four training videos which you must watch prior to undertaking a short quiz to demonstrate your understanding of the course content. Further reading and guidance is also available within the course.

<http://edin.ac/2w8WX0L>

Night Work

Employees who regularly work at least 3 hours during the 'night period' are deemed 'night workers'.

The night period is 11pm to 6am, unless the employee and employer agree a different night period.

If they do, it must be 7 hours long and include midnight to 5am. It must be agreed in writing.

Employees may also be 'night workers' if there's a collective agreement (eg trade union agreement) that states their work is night work.

'Night workers' must be offered a health assessment prior to them commencing nightshift, and then again regularly thereafter for as long as they are deemed a 'night worker'.

Schools and Support Groups are required to identify if they have 'night workers', offer relevant individuals a health assessment and keep records of this.

These records should include:

- the name of the employee defined as a night worker
- when the assessment was offered
- when the assessment was carried out
- the results of the assessment.

The Occupational Health Unit (OHU) can help relevant Schools and Support Groups with their obligation to provide health assessments. Where the OHU have been alerted to the need to provide this service we can contact individuals directly, provide the questionnaire, provide a medical consultation where requested, confirm their annual recall direct with their manager and offer confidential advice about fitness.

The 'night worker' can opt out of attending a health assessment, but this should also be recorded.

Please ensure these employees are identified and let the OHU know if you have a need for this service.

For further information please call the OHU.

Work: +44 (0)131 650 8190 Email: : Occupational.Health@ed.ac.uk

Online Fire Awareness

The University has introduced a new online Fire Awareness training course. This is to ensure that every employee within the University receives information and training relevant to fire safety matters within the workplace.

This training will help the University meet its statutory

obligations with regard to fire safety and is supported through the LEARN platform.

Please check with your supervisor how this course is being rolled out in your area.

<http://edin.ac/2vPuwST>

Welcome to new starts

Occupational Health Screening Nurse



Kathryn Main qualified as a Registered Nurse in 2007 and has specialised in areas such as neurology and fertility.

Kathryn has worked in a variety of areas in both the public and private sectors and has a specialist interest within occupational health. She is currently working closely with the University's health surveillance programme as well as contributing to the development of screening

processes within the university. Kathryn is currently developing her career within occupational health by undertaking a postgraduate qualification.

Tel: 0131 650 2513 Email: Kathryn.Main@ed.ac.uk

Assistant Occupational Health Technician

Lynsey Benton joined the team in May 2017 as an Assistant Occupational Health Technician, and is looking forward to the new challenges that lie ahead.

Prior to joining the University Lynsey worked as a Health, Safety and Environmental Co-ordinator for a large manufacturing company in the Oil and Gas Industry. Lynsey also spent 10 years working as a member of Support Staff with Lothian and Borders Police.

Tel: 0131 650 8052 Email: Lynsey.Benton@ed.ac.uk



Administrative Support Assistant



Lesley Wann joins the University with over 20 years experience as a PA/Administrator, primarily within the financial services industry and has also worked in public and charity sectors.

She is looking forward to learning more about occupational health and the University of Edinburgh and further developing her knowledge and skills.

Lesley is the first point of contact for the Occupational Health Unit, and provides administrative support for the department.

Tel: 0131 650 8190 Email: Lesley.Wann@ed.ac.uk

Health and Safety Technician



Dr Laura Woodward has taken up the position of Health and Safety Technician as from June 2017.

Laura will spend the majority of her time working in the Radiation Protection Unit but will spend one day a week working in Occupational Hygiene to carry out RPE Face Fit testing. Laura joined us after finishing her PhD at Heriot-Watt University, which focused on the synthesis and analysis of small inorganic molecules.

Tel: 0131 651 4583

Email: Laura.Woodward@ed.ac.uk

Contact Details

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W: www.ed.ac.uk/health-safety

Forthcoming Training Courses

- **Basic Course in Radiation Protection in Teaching and Research** - 27th October & 1st November 2017, <http://edin.ac/2pTsGAb>
- **Laser Safety** - 27th October 2017, <http://edin.ac/2pTsGAb>
- **Emergency First Aid at Work** - 31st October 2017, <http://edin.ac/2wBMrhT>
- **BTI Biosafety Practitioner Level 1** - dates for the next online and hybrid courses, <http://www.bti.ed.ac.uk/courses/>

For more information on H&S training courses go to www.ed.ac.uk/schools-departments/health-safety/training