

Health and Safety Services
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To Deans of Faculty, Heads of Schools & Directorates, Safety Advisors, Safety Representatives (via safety co-ordinators)

From Dr Melanie Taylor, University Safety Advisor

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Distribution Dr S Robson, Prof P Heggs, Prof M Case, J Brider

Reference Circular 13/2006

New health and safety codes and guidance

We have been working hard recently to make more information available on our webpages, particularly on matters that are referred to us regularly. I am pleased to draw your attention to the following additions, which I hope will prove useful to a wide cross-section of the University.

- Code of Practice on Lone Working
- Code of Practice on Emergency Evacuations of Students with Disabilities
- Guidance on Fieldwork
- Guidance on Generic and Dynamic Risk Assessments
- Revised Guidance on Accident Investigations, which includes a new appendix 1 with an initial investigation and report form.
- Briefing note on the Control of Noise at Work Regulations 2005

These are all identified as new or revised on the webpages at
<http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance.htm>

It is timely to remind you that we have prepared a generic Powerpoint presentation for safety induction of undergraduate students, at
<http://www.campus.manchester.ac.uk/healthandsafety/SSAs.htm> Access requires a password which SSAs have been made aware of (and is available from your University Safety Co-ordinator). The presentation slides are designed to be widely applicable, but flexible enough to allow schools to adapt them for their own specific circumstances.

There has also been a complete overhaul of the application forms and guidance used by those working with biological hazards and genetically modified materials. Our objective has been to streamline and simplify procedures wherever possible, and to make our arrangements proportionate to the risk. This should mean that some of the administrative burdens and time delays have been removed from low risk work.

Action required :

Please ensure that information about the new codes and guidance is circulated widely within your school / administrative area. Those listed will be of general interest.
Please ensure also that those using biological agents are circulated with information about the new COSHH and GM application forms, guidance and FAQs.

Dr Melanie Taylor
University Safety Advisor