

# TECHFEST-SETPOINT

Promoting Science, Technology, Engineering and Mathematics

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## TECHFEST- SETPOINT

### HEALTH, SAFETY AND ENVIRONMENTAL POLICY HANDBOOK



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## **TECHFEST-SETPOINT'S HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT**

The Management of Health and Safety at Work Regulations 1999 place a duty on both employers and the self-employed to assess the risks to employees and anyone else (e.g. voluntary workers, the public at large) who may be affected by the work and activities being undertaken. As a result of this assessment, appropriate preventive and protective measures have to be taken to reduce the risks identified if they are not being adequately controlled at present.

### **1.0 STATEMENT OF INTENT**

TechFest-Setpoint takes all precaution as reasonably practicable to minimise the incident of all workplace risks as required by the Health and Safety at Work Etc Act 1974 and other associated legislation.

TechFest-Setpoint's Managing Director and Board of Directors accept the employer's responsibility for compliance with legislation and TechFest-Setpoint Health and Safety Policy in the areas under their control.

All employees and any individual dealing with TechFest-Setpoint in the course of the company's business, are expected to take reasonable care for their own health and safety, and that of other persons who may be affected by their acts or omissions at work.

All employees and any individual dealing with TechFest-Setpoint in the course of company's business are expected to co-operate with the company, so far as is necessary to enable health and safety requirements to be performed or complied with.

TechFest-Setpoint will consult employees and any individual dealing with the company in the course of company's business, on matters affecting their Health and Safety.

All activities shall be carried out with the highest regard for the health and safety of all staff, visitors and the public at large:

- The successful implementation of this policy requires total commitment from all members of staff and visitors. Individual members of staff are required to take responsibility for health and safety in all activities under their management
  
- This policy will be reviewed annually or in the light of legislative or organisational changes.

## 2.0 ORGANISATION OF HEALTH AND SAFETY

Emergency procedures to be followed are as laid by the host venue(s). [See Section 9.0] TechFest-Setpoint's office comes under St.Mary's, University of Aberdeen. St.Mary's Health and Safety Manual Handbook is available at Reception. Staff are required to read and familiarise themselves with the procedures and guidelines as laid down by St. Mary's Health and Safety manuals. Health and Safety guidelines are designed to ensure the safe access to and egress from the premises and to give warning of imminent danger to allow all staff, students and visitors to move to a place of relative safety.

**St. Mary's:** In the event of **Fire** (even if apparently minor)

1. Sound the alarm
2. Call the fire brigade by dialling **9-999**. Report exact position of fire.
3. Warn others in the vicinity of the danger
4. Only if there is no immediate danger to own life - tackle fire using nearest suitable appliance.
5. On arrival of Fire Brigade indicate location of fire

### ON HEARING THE ALARM

6. Leave the building by the nearest exit and assemble at The Hub (Elphinstone Road).
7. If possible a roll –call should be made. It is vital to make sure that the premises are completely evacuated. If there is the slightest doubt inform the Fire Brigade on their arrival.

**The assembly point for St Mary's is the pavement outside The Hub.**

**Baxter's Building** : In the event of **Fire alarm** in the Baxter's Building, occupants should proceed to the nearest Exit Point following the signs and should then report to the muster point at Dundee High School.

**The assembly point for the Baxter's Building's is Dundee High School.**

### 3.0 ARRANGEMENTS FOR HEALTH AND SAFETY

- TechFest-Setpoint will consult with the staff as provided for in Section 2(6) of the Health and Safety at Work etc Act 1974, the Health and Safety (Consultation with Employees) Regulations 1996 and other relevant statutory instruments.
- TechFest-Setpoint will provide adequate facilities for them to perform their functions.
- Risk assessment is a key element in the process of successful Health & Safety Management. It requires line staff to be proactive, identify risks and, more importantly, do something to reduce them. Risk assessments can identify weakness and, when acted upon, lead to a safer, healthier and more productive work force.
- Procedures will be implemented to ensure that all plant, machinery and equipment are designed, constructed, operated and maintained in a safe manner.
- TechFest-Setpoint periodically send staff to be trained first-aiders, who are available to treat staff and visitors who require attention while in the vicinity of TechFest-Setpoint office or/and at TechFest-Setpoint's events/activities.
- Outwith St Mary's, TechFest-Setpoint will ensure that there is sufficient availability of first-aiders at venues where events are held: TechFest-Setpoint wishes to make it clear that there will be a TechFest-Setpoint first-aider present at all TechFest-Setpoint 's events.
- Further more TechFest-Setpoint relies on the validity and accuracy of the Health and Safety statements provided to us by the host venues.
- TechFest-Setpoint takes a bonafide (good faith) approach to the validity of statements made by third parties on their status of Health and Safety compliance to the standard required by legislations. TechFest-Setpoint, therefore, is not, responsible for the negligent misrepresentation and the lack of duty of care or/and breach of duty or/and deficient standard of care of the host venue(s) , where the host venue has maintained that their Health and Safety standard complied to requirement of legislation, during our Pre-event Health And Safety Risk Assessment of the venue.

### 4.0 SAFETY ADVISER

St Mary's, University of Aberdeen: health and safety matters are line-management responsibilities: general issues relating to safety are kept under consideration by the Health and Safety Committee which is convened by the Head of School of the School of Geosciences. At present Safety Adviser for St. Mary's is Mr. Jim Marr. The Safety Adviser at the Baxter's Building; University of Abertay is Mr. Mike Black.

New TechFest –Setpoint staff will receive their H&S Inductions during the first few weeks of their employment. The induction will cover:

TechFest-Setpoint Health, Safety and Environmental Policy  
St Mary's Health and Safety policy and/or  
Abertay University Health and Safety Policy  
Safety Responsibility  
Fire Evacuation  
First Aid  
Lone working  
Computer workstations  
Accident reporting  
Electrical safety  
Manual handling  
Access to high storage

## **5.0 RISK ASSESSMENTS**

TechFest-Setpoint's procedures of risk assessments covers the assessment of risk to the health and safety of staff, SEAs and individual attendees connected with TechFest-Setpoint's activities.

Risk Assessments cover:

1. The identification of hazards or possible hazards,
2. possibilities of potential or real harm identifying who may be harmed by such hazards,
3. listing hazardous conditions.
4. Identifying the group of individuals likely to be at risk from the significant hazards that have been identified.
5. Taking precaution against the list of hazards and making sure the risk is adequately controlled to meet legal requirement , compliance of industry standard, representative of good practice and to ensure the risk is reduced to as far as is reasonably practicable.
6. Identifying if there is any further action which is necessary to control such risks which involves the following:
  - Complete removal of risks
  - Trying a less risky option
  - Prevent access to the hazard (e.g. by guarding)
  - Organising work to reduce exposure to the hazard
  - Issuance of personal protective equipment
7. Listing of existing controls and making a note where the information may be found.
8. Listing the risk which are not adequately controlled and what action TechFest-Setpoint will take where reasonably practicable.

## **6.0 HEALTH AND SAFETY TRAINING**

TechFest-Setpoint will ensure that relevant training is provided.

## **7.0 MONITORING**

All TechFest-Setpoint staff is expected, where reasonably practicable, to monitor their own health and safety arrangements to ensure maximum performance with the minimum of risk involved and taken. The main monitoring mechanism is the Health and Safety Review held at TechFest-Setpoint Monthly Staff Meeting. At these meetings, the company's activities' Health and Safety records will be raised, discussed, reviewed and where necessary acted on.

## **8.0 ACCIDENTS AND NEAR MISSES**

Accidents and significant near misses must immediately be reported to the Managing Director and the Safety Adviser on location.

## **9.0 EMERGENCIES**

TechFest-Setpoint will ensure that, in premises that it occupies, there are adequate arrangements in place to respond to the following:

1. fire
2. response to any other major incident arising from its activities
3. adequate and readily available first aid facilities for its staff and any attendees to its events

### **Emergency Plan, Fire Notices and Fire Fighting Equipment:**

Activities held at premises out with of St Mary's (Aberdeen) and the Baxter's Building (Dundee):  
TechFest-Setpoint's staff will conduct a thorough pre-risk assessment of each venue before proceeding with the event. As part of the company's pre-risk assessment, the host venue's emergency plan, fire notices and fire fighting equipment will be scrutinised.  
Health and Safety inductions and further briefings of all staff and parties involved at such an event will be part of the company's Health and Safety procedure.  
[See Section 2]

## **10.0 REVIEW AND REPORTING**

TechFest-Setpoint will annually review progress towards meeting its Health and Safety targets. An annual report on its Health and Safety performance will be made available.

## 11.0 HEALTH AND SAFETY INTERNAL INSPECTIONS AND AUDIT

A Health and Safety Audit is a critical examination of the company's activities and level of compliance with the company's own Health, Safety and Environmental Policy. An evaluation procedure will ensure compliance in a manner that is effective, reliable and efficient. Health and Safety Inspections /Internal Audits are commissioned by the Universities.

The purpose of a Health and Safety Audit is to assist the company in the development of their health and safety systems by:

- where appropriate, confirmation that the company's procedures are working as they should
- identifies strength and weaknesses
- aids with the creation of action plans for improvements

Procedures to implement a Health and Safety Audit

The Safety Adviser will:

- Agree with the staff that an audit should take place
- Ask staff to supply copies of relevant health and safety documents
- Review the documents for compliance with the Company's Health, Safety and Environmental policy
- Send comments on the documentation to the company
- Agree with the company that (a) the audit is to move to the next stage or (b) the company will modify its Health and Safety documents before the audit moves to the next stage
- Conduct an inspection of the company's facilities to gain information about working practices and condition of the physical environment
- and a report on the inspection to the department
- Hold meetings with Management and members of staff to gather information about how health and safety is managed in the company. Examine the company's records relating to health and safety
- Produce a draft audit report
- Produce the final report and send a copy to the company 's MD ; also to St. Mary's Health& Safety Adviser Jim Marr and the Baxter's Building Health and Safety is Mike Black.

Some of these stages where practicable will likely to be omitted.

Regular health and safety inspections for the buildings will be carried out by the Safety Advisers in conjunction with a nominated member of TechFest-Setpoint staff. These inspections will be performed at least twice annually.