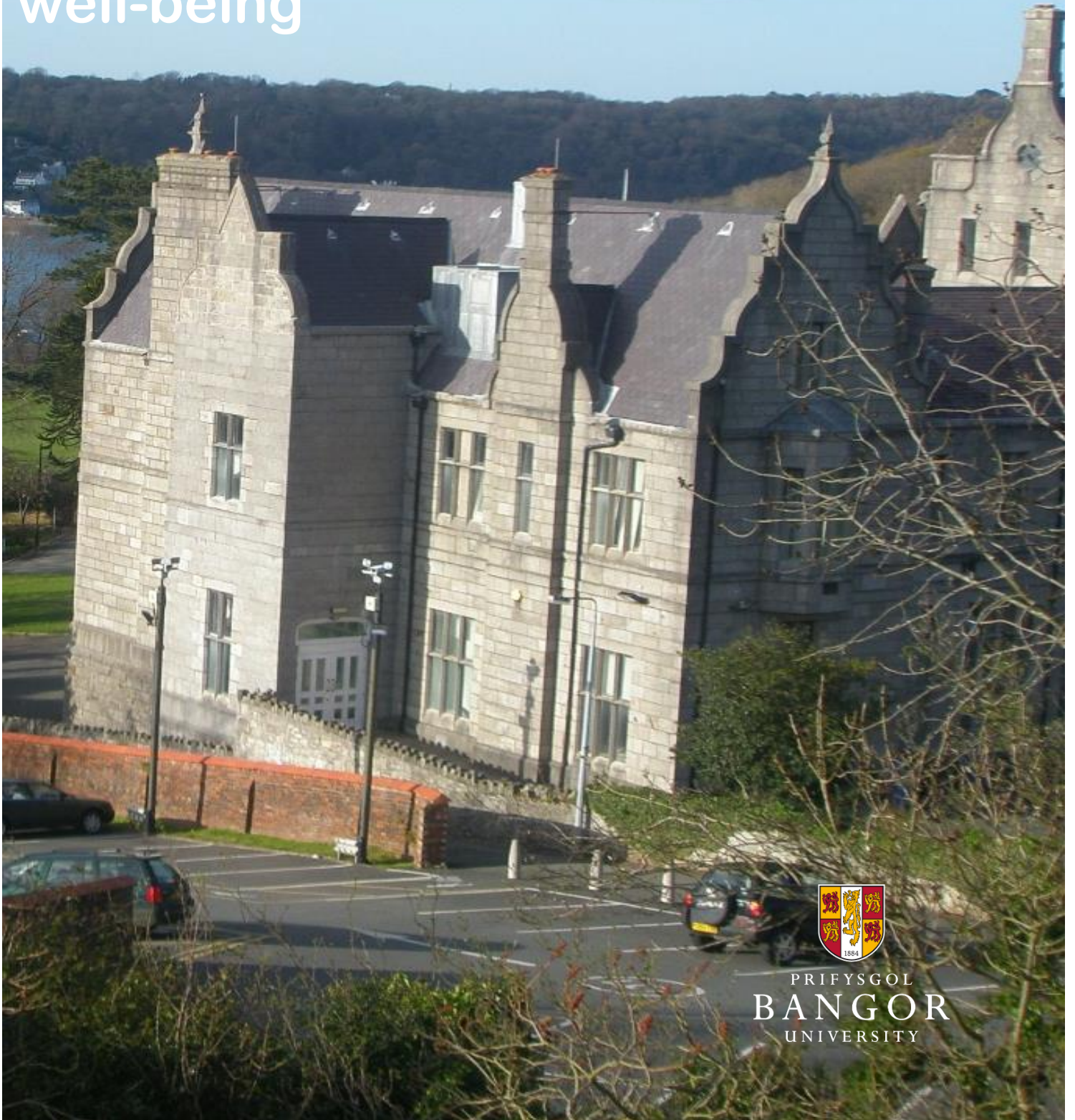


Eich iechyd, diogelwch  
a'ch lles

Your health, safety and  
well-being



PRIFYSGOL  
**BANGOR**  
UNIVERSITY

## **CROESO / WELCOME**

Croeso i Brifysgol Bangor. Fel rydych yn ymwybodol yn barod mae'n siŵr, mae Bangor mewn rhan hynod hardd o'r byd. Fodd bynnag, i'ch helpu i fwynhau ein lleoliad gwych, ac i'ch cefnogi yn eich gwaith yn y Brifysgol, mae yna rai materion iechyd, diogelwch a lles y mae angen eu hystyried.

Mae yna reolaethau iechyd, diogelwch a lles ym mhobman, nid dim ond yn y gweithle, a'u nod yn y pen draw yw ein cadw yn ddiogel ac iach. Mae enghreifftiau o reolaethau bob dydd yn cynnwys cyfyngiadau cyflymder, croesfannau i gerddwyr, dewisiadau bwyd iach.

Mae'r Brifysgol, fel cyflogwr mawr a sefydliad ymchwil ac addysgu o safon, yn gorfod cadw at ystod eang o ddeddfwriaeth yn ymwneud ag adnoddau dynol, iechyd, diogelwch a'r amgylchedd. Fodd bynnag, ym Mangor rhoddir y prif bwylais ar synnwyr cyffredin wrth ymdrin ag iechyd a diogelwch, er mwyn sicrhau na chaiff unrhyw un ei niweidio neu ei wneud yn wael oherwydd ein gweithgareddau. Mae'r Brifysgol wedi ymrwymo i ymdrin ag iechyd a diogelwch mewn ffordd synhwyrol, trefn sy'n gwerthfawrogi aelodau staff unigol, myfyrwyr ac ymwelwyr, ac sy'n galluogi'r Brifysgol i ffynnu a datblygu trwy gefnogi a pheidio â llesteirio addysgu ac ymchwil.

=====

Welcome to Bangor University. As you are no doubt already aware, Bangor is in an exceptionally beautiful part of the world. However, to help you enjoy our wonderful location and to support you in your work at the University there are a few health, safety and well-being matters that need to be considered.

Health, safety and well-being controls are everywhere and are not just about the workplace, all with the ultimate aim to keep us safe and well. Examples of everyday controls include speed limits, pedestrian crossings, healthy food options.

The University, as a major employer and quality research and teaching establishment, is bound by an array of human resources, health, safety and environmental legislation. However, at Bangor the legislative perspective tends not to take precedence when considering health and safety but rather an underlining common sense approach committed to ensuring no one is harmed or made ill because of our activities. The University is dedicated to a sensible health and safety approach, one which values the individual member of staff, student and visitor and which enables the University to thrive and develop through supporting and not hindering teaching and research.

Diolch yn fawr am eich cefnogaeth / thank you for your support,

*Gareth W. Jones*

*Pennaeth Iechyd a Diogelwch / Head of Health and Safety*

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**ABBREVIATIONS:** CS = Campus Services, HR = Human Resources,  
HS = Health and Safety

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## 1.0

### DATGANIAD CYFFREDINOL O BOLISI IECHYD A DIOGELWCH

- 1.1 Polisi Prifysgol Bangor, cyn belled ag y bo'n ymarferol bosib, ond yn unol â'r ddeddfwriaeth berthnasol, gofynion statudol ac arfer da, yw sicrhau iechyd a diogelwch staff, myfyrwyr ac ymwelwyr i'r brifysgol.
- 1.2 Mae'r datganiad hwn yn nodi ymrwymiad llawn y Cyngor ac uwch reolwyr y Brifysgol i weithredu'r polisi hwn, rhoi arweinyddiaeth ym maes iechyd a diogelwch a sicrhau y rhoddir ystyriaeth a chefnogaeth briodol i ddarpariaethau iechyd a diogelwch, fel bo'n briodol.
- 1.3 Yn ymarferol, mae'r cyfrifoldeb am sicrhau bod unrhyw weithgaredd yn cael ei gyflawni'n ddiogel yn gorffwys ar y rhai sydd â rheolaeth, goruchwyliaeth neu reolaeth drosto, neu sy'n ei drefnu a'i gyfarwyddo, yn ogystal â'r rhai sy'n ei gyflawni. Mae'n rhaid i bawb roi ystyriaeth i iechyd a diogelwch a phwysigrwydd cynnal safonau priodol.
- 1.4 Mae'r Brifysgol yn ystyried bod rheolaethau iechyd a diogelwch yn ymwneud â rheoli risg ac nid o angenrheidrwydd dileu risg. Eu diben yw nid rhwystro gweithgareddau ar y sail bod elfen o risg yn bodoli, ond galluogi i weithgareddau gael eu cynnal mewn ffordd resymol a diogel.
- 1.5 Mae'r Brifysgol hefyd wedi ymrwymo i'r canlynol, cyn belled ag y mae'n ymarferol resymol:
  - i. Sicrhau y rhwystrir anaf ac amhariad iechyd i bawb y mae ei gweithgareddau'n effeithio arnynt;
  - ii. Cyflawni a chynnal arfer dda mewn iechyd a diogelwch;
  - iii. Hyrwyddo ymddygiad a diwylliant cadarnhaol o ran iechyd a diogelwch;
  - iv. Anelu at welliant parhaus mewn perfformiad iechyd a diogelwch drwodd a thro;
  - v. Galluogi a hyrwyddo cynhwysedd a diogelu'r rhai ag anghenion ychwanegol.
- 1.6 I gyflawni'r ymrwymadau hyn, dyma yw amcanion y Brifysgol:
  - i. Hyrwyddo defnyddio dulliau gweithredu iechyd a diogelwch da mewn gweithgareddau a systemau rheolaethol presennol ac arfaethedig;
  - ii. Rhoi adnoddau priodol i reoli iechyd a diogelwch, a gweithredu'r Datganiad Polisi hwn, drwy ddarparu staff digonol, cefnogaeth, cymorth arbenigol, cyngor medrus, amser a chyllid;
  - iii. Cyfnerthu'r Polisi hwn gyda Safonau Polisi, systemau rheoli a gwybodaeth fanylach ar beryglon a risgiau neilltuol;
  - iv. Darparu a chynnal adeiladau ac offer a weithredir heb unrhyw risg o bwys i iechyd a diogelwch;
  - v. Nodi peryglon a all godi drwy weithgareddau'r Brifysgol, asesu'r risgiau sy'n codi a gweithredu mesurau rheoli effeithiol i ddileu, lleihau neu reoli unrhyw risgiau o bwys, a thrwy hynny alluogi'r gweithgareddau i gael eu cyflawni'n ddiogel;
  - vi. Gweithredu systemau gweithio'n ddiogel sy'n dileu neu reoli holl beryglon o bwys a risgiau i iechyd a diogelwch;
  - vii. Darparu unrhyw wybodaeth, cyfarwyddyd, hyfforddiant a goruchwyliaeth fel bo'r angen i sicrhau iechyd a diogelwch staff, myfyrwyr ac eraill;
  - viii. Gweithredu trefn fonitro ac archwilio i sicrhau bod iechyd a diogelwch yn cael ei reoli'n effeithiol ledled y Brifysgol;
  - ix. Ymgynghori a gweithio â staff a chynrychiolwyr staff ar faterion iechyd a diogelwch;
  - x. Annog staff i osod safonau da o ran iechyd a diogelwch drwy esiampl bersonol;

- xi. Gwneud trefniadau i rannu gwybodaeth berthnasol, cydlynu polisi ac ymarfer a chydweithredu â chyflogwyr neu sefydliadau eraill lle mae staff neu fyfyrwyr y Brifysgol yn rhannu adeiladau neu gyfleusterau â hwy, a lle mae staff eraill a chontractwyr yn gweithio ar eiddo'r Brifysgol;
- xii. Monitro sefyllfa iechyd a diogelwch gyffredinol y Brifysgol drwy Broffil Risg Iechyd a Diogelwch a gaiff ei adolygu'n rheolaidd a'i gyhoeddi'n flynyddol;
- xiii. Cloriannu'n feirniadol ddata perthnasol ar berfformiad iechyd a diogelwch y Brifysgol;
- xiv. Adrodd yn flynyddol ar Ddangosyddion Perfformiad Allweddol (KPIs) Iechyd a Diogelwch a chymharu'r rhain yn erbyn normau perthnasol y sector lle mae hynny'n bosibl a chan roi ystyriaeth briodol i wybodaeth gyd-destunol arall;
- xv. Cadw holl Bolisiâu Iechyd a Diogelwch, Safonau Polisi a gweithdrefnau dan arolygaeth gyson fel bod deddfwriaeth bwysig a pherthnasol, Codau Ymarfer a chanllawiau priodol yn cael eu cymryd i ystyriaeth;
- xvi. Defnyddio asesiadau risg a rheolaethau iechyd a diogelwch i hyrwyddo cynhwysedd a chefnogi addasiadau rhesymol, sy'n rhesymol ymarferol, yn galluogi cyfranogiad ac yn diogelu pobl ag anghenion ychwanegol.
- xvii. Ymateb i unrhyw bandemig neu epidemig a rhoi systemau, trefniadau a chamau rheoli addas ar waith i liniaru a rheoli risg ac i ddiogelu iechyd a lles staff a myfyrwyr.

## **Datganiad**

Mae'r datganiad hwn wedi cael ei gymeradwyo a'i fabwysiadu ar ran y Brifysgol gan:

**Llofnod (Cadeirydd y Cyngor)**

**Dyddiad: 8/7/2022**

**Llofnod (Is-ganghellor)**

**Dyddiad: 8/7/2022**

Dyddiad gweithredu'r Datganiad Polisi hwn, y cyfeirir ato gan hynny fel Polisi Iechyd a Diogelwch Prifysgol Bangor, yw 8 Gorffennaf 2022.

Fel rheol bydd dyddiad yr adolygiad nesaf o'r Polisi hwn gan Bwyllgor Iechyd a Diogelwch y Brifysgol o fewn tair blynedd.

## **1.0                    GENERAL STATEMENT OF HEALTH AND SAFETY POLICY**

- 1.1 It is the policy of Bangor University, so far as is reasonably practicable, but in accordance with the relevant legislation, statutory requirements and good practice, to ensure the health and safety of staff, students and visitors to the University.
- 1.2 This statement sets out the full commitment of the Council and the senior management of the University to implementing this policy, provide leadership in health and safety and ensure that proper consideration and support are given to health and safety provisions, as appropriate.
- 1.3 In practical terms the responsibility for ensuring the safe performance of any activity rests with those who have, to any degree, the management, stewardship, supervision or control of it, or, who arrange and direct it, as well as with those who carry it out. Everyone must have regard for health and safety and the importance of maintaining appropriate standards.
- 1.4 The University considers that health and safety procedures are about the management of risk and not necessarily about the elimination of risk. Their purpose is not to prevent activities on the grounds that an element of risk exists, but to enable activities to be undertaken in a reasonable and safe manner.
- 1.5 The University is also committed, as far as is reasonably practicable, to:
  - i. Ensuring the prevention of injury and health impairment to all those affected by its activities;
  - ii. Achieving and maintaining good practice in health and safety;
  - iii. Promoting positive health and safety behaviour and culture;
  - iv. Seek continued improvement in overall health and safety performance;
  - v. Enable and promote inclusivity and safeguard those with additional needs.
- 1.6 In pursuance of these commitments, the University's objectives are to:
  - i. Promote the use of good health and safety practices in both existing and proposed activities and managerial systems;
  - ii. Appropriately resource health and safety risk management and the implementation of this Policy Statement through the provision of adequate personnel, support, expert assistance, competent advice, time and funding;
  - iii. Supplement this Policy with more detailed Policy Standards, management systems and information on particular hazards and risks;
  - iv. Provide and maintain premises and equipment that are operated without significant risk to health and safety;
  - v. Identify hazards that may arise through the activities of the University, to assess the risks arising and to implement effective control measures to eliminate, minimize or manage any significant risks and thereby enable the activities to occur safely;
  - vi. Implement safe systems of work that eliminate or control all significant hazards and risks to health and safety;
  - vii. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety of staff, students and others;
  - viii. Implement a monitoring, inspection and auditing procedure to ensure effective management of health and safety throughout the University;
  - ix. Consult and work with employees and employee representatives on health and safety matters;

- x. Encourage staff to set good standards of health and safety by personal example;
- xi. Make arrangements for the dissemination of relevant information, co-ordination of policy and practice and cooperation with other employers or establishments where University employees or students share premises or facilities with them and where other employees and contractors work on University premises;
- xii. Monitor the overall health and safety position of the University via a regularly reviewed and annually reported Health and Safety Risk Profile;
- xiii. Critically evaluate relevant data on the health and safety performance of the University;
- xiv. Report annually on Health and Safety Key Performance Indicators (KPIs) and compare these against relevant sector norms, where possible and with due regard to other contextual information;
- xv. Keep all Health and Safety Policies, Policy Standards and procedures under regular review so that important and relevant legislation, Codes of Practice and appropriate guidance are taken into account;
- xvi. Utilise health and safety risk assessments and controls to promote inclusivity and support reasonable adjustments that, where reasonably practicable, enable participation and safeguards those with additional needs.
- xvii. React to any pandemic or epidemic and put in place suitable systems, arrangements and controls to mitigate and manage risk and to safeguard the health and well-being of staff and students.

This Policy Statement is supported by a Responsibilities and Arrangements document that details the roles, responsibilities, organisation and arrangements that are established to fulfil the requirements of this Policy.

#### **Declaration**

This statement has been approved and adopted on behalf of the University by:

**Signed (Chair of Council)**

**Date: 8/7/2022**

**Signed (Vice-Chancellor)**

**Date: 8/7/2022**

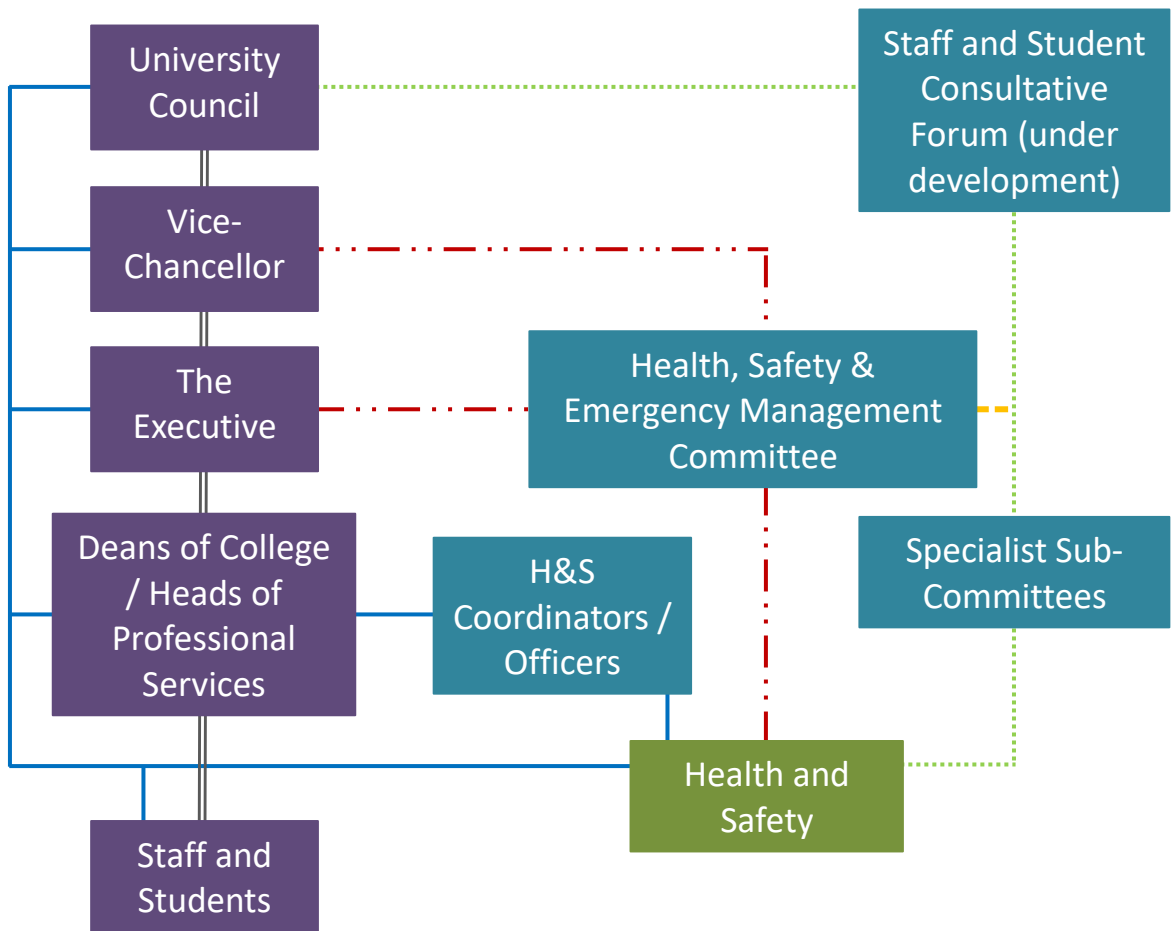
Date of implementation of this Policy Statement, which is hereby referred to as the Bangor University Health and Safety Policy, is 8<sup>th</sup> July 2022.

Date of the next formal review of this Policy by the University Health and Safety Committee shall normally be within three years





[Llinellau Cyfrifoldeb](#), Cefnogaeth a Chyngor / [Lines of Responsibility](#), Support and Advice as depicted:



- · - · - Health, Safety & Emergency Management Committee Reporting Line
- · - · - Advisory Committee Reporting Line
- ==== Direct Managerial Reporting Line
- - - - - Consultative Forum - Under Development
- Supported / advised by Health and Safety (HS)



Fel staff, mae'n rhaid i ni edrych ar ôl ein hiechyd a'n diogelwch ein hunain ac iechyd a diogelwch eraill pe bai ein gweithredoedd yn effeithio arnynt. Mae gennym ddyletswydd hefyd dan Bolisi Iechyd a Diogelwch y Brifysgol i gydweithredu ag unrhyw gyfarwyddiadau a roddir yn ymwneud ag iechyd a diogelwch. Mae'r canlynol yn crynhoi swyddogaethau a chyfrifoldebau iechyd a diogelwch allweddol y Brifysgol.

**Y Cyngor:** Hwn yw Corff Llywodraethu'r Brifysgol. Y Cyngor, fel y 'cyflogwr' sydd â chyfrifoldeb eithaf dros iechyd a diogelwch.

**Yr Is-ganghellor:** Fel Prif Swyddog Gweithredol y Brifysgol mae'n atebol i'r Cyngor am hyrwyddo, gweinyddu a gweithredu Polisi Iechyd a Diogelwch (IaD) y Brifysgol. Er mai ef/hi yw'r Uwch Reolwr yn achos iechyd a diogelwch, mae gan y Grŵp Tasg Iechyd, Diogelwch a Rheoli Argyfyngau a staff uwch eraill ddyletswyddau dirprwyedig i alluogi'r Is-ganghellor i gyflawni'r ddyletswydd hon.

**Grŵp Tasg Iechyd, Diogelwch a Rheoli Argyfyngau:** Mae'r Grŵp Tasg yn hyrwyddo materion iechyd a diogelwch ar draws y Brifysgol. Mae ei Gadeirydd yn adrodd i'r Pwyllgor Gweithredu ac i'r Is-ganghellor, a bydd yn gweithredu ar ran yr Is-ganghellor. Mae ei swyddogaethau'n cynnwys gweithredu polisiau iechyd a diogelwch y

As staff, we must look after our own health and safety and other's health and safety if our actions could impact upon them. We also have a duty under the University's Health and Safety Policy to cooperate with any instruction given in the interests of health and safety. The following summarises key University health and safety roles and responsibilities.

**The Council:** Is the University's Governing Body. Regarded as the 'employer', Council has ultimate responsibility for health and safety.

**The Vice-Chancellor:** As the Chief Executive of the University is responsible to Council for promoting, administering and implementing the University's Health and Safety (H&S) Policy. Although the Senior Manager for health and safety, the Health, Safety & Emergency Management Task Group and other senior staff members have delegated duties to enable the Vice-Chancellor to fulfil this duty.

**Health, Safety & Emergency Management Committee:** The Committee champions health and safety across the University. The Chair; reports to The Executive and to the Vice-Chancellor and will act, on behalf of the Vice-Chancellor. Functions include implementing health and safety policies,



Brifysgol, datblygu arfer da a monitro materion gweithredol cysylltiedig.

**Pwyllgor Iechyd a Diogelwch:** Mae'r Pwyllgor yn y broses o gael ei ddisodli gan Fforwm Ymgynghorol Staff a Myfyrwyr.

**Pwyllgorau a Grwpiau Tasg:** Mae aelodau'n gyfrifol yn dorfol ac unigol am yr effaith a gaiff eu cyngor a'u penderfyniadau ar iechyd a diogelwch.

**Iechyd a Diogelwch (IaD)** Mae'r tîm canolog bychan hwn yn ymwneud â Cholegau a Gwasanaethau Proffesiynol yn ddyddiol, gan roi cyngor a chymorth fel bo'r angen.

**Deoniaid Colegau /Penaethiaid Gwasanaethau Proffesiynol:** Mae ganddynt i gyd gyfrifoldeb dan Bolisi Iechyd a Diogelwch y Brifysgol am ei weithredu, ac am reoli iechyd a diogelwch o fewn eu Coleg/Gwasanaeth Proffesiynol. Gall Deoniaid/Penaethiaid ddirprwyo dyletswyddau'n ymwneud ag iechyd a diogelwch i Benaethiaid Ysgolion/Adrannau, ond hwy sydd â chyfrifoldeb eithaf dros iechyd a diogelwch.

**Swyddogion/Cydlynwyr IaD lleol:** Mae llawer o Golegau a Gwasanaethau Proffesiynol yn penodi Cydlynwyr/Swyddogion IaD i gefnogi'r Deon/Pennaeth ym maes iechyd a diogelwch. O fewn eu Coleg/Gwasanaeth Proffesiynol mae gan y mwyafrif swyddogaethau eraill ond maent yn

developing good practice and monitoring related operational issues.

**Health and Safety Committee:** The Committee is in the process of being replaced with a Staff and Student Consultative Forum.

**Committees/Task Groups:** Members are collectively and individually responsible for the impact their advice and decisions have on health and safety.

**Health and Safety (HS):** This small central team interacts with Colleges and Professional Services on a daily basis, providing advice and assistance as needed.

**Deans of Colleges/Heads of Professional Services:** Are accountable under the University's H&S Policy for its implementation, and for managing health and safety within their College/Professional Service. Deans/Heads may delegate health and safety duties to Heads of Schools/Sections, but responsibility for health and safety ultimately remains with them.

**Local H&S Officers/Coordinators:** Many Colleges and Professional Services appoint H&S Coordinators /Officers to support the Dean/Head in health and safety. The majority have other roles within their College/Professional Service but act as the



gweithredu fel y cyswllt iechyd a diogelwch allweddol lleol ar gyfer staff a myfyrwyr.

**Staff:** Fel aelodau staff, mae gennym i gyd rwymedigaeth gyfreithiol i gymryd gofal rhesymol am ein hiechyd a'u diogelwch ein hunain, ac am pobl eraill y gall ein gweithredoedd/diffyg gweithredu effeithio arnynt. Mae'n rhaid i chi felly ymglyfarwyddo â'r Llawlyfr IaD i Staff, yn ogystal ag unrhyw drefniadau iechyd a diogelwch sydd gan eich Coleg/Gwasanaeth Proffesiynol. Mae gan staff goruchwyliol, megis Darlithwyr a Rheolwyr Llinell, hefyd gyfrifoldeb penodol dros iechyd a diogelwch y rhai y maent yn eu goruchwyllo.

**Academyddion ar Ymweliad:** O ran iechyd a diogelwch, mae'n rhaid i Academyddion ac Ymchwilyr ar Ymweliad gael yr un wybodaeth, cefnogaeth a rheolaethau.

**Myfyrwyr:** Mae pob myfyriwr yn derbyn y Llawlyfr IaD i Fyfyrwyr a dylent fynd i'r Sgwrs Groesawu Gyffredinol y Brifysgol. Yn lleol, bydd myfyrwyr yn cael sgwrs benodol ar iechyd a diogelwch o fewn eu prif Ysgol neu Goleg, ynghyd â gwybodaeth amserol arall ar iechyd a diogelwch a roddir iddynt fel bo'r angen drwy gydol eu cwrs.

**Ymwelwyr a Chontractwyr:** Mae'r Polisi IaD yn nodi disgwyliadau'r Brifysgol o ran sicrhau iechyd, diogelwch a lles ymwelwyr a chontractwyr.

key, local health and safety contact for staff and students.

**Staff:** As an employee, we each have a legal obligation to take reasonable care for our own health and safety and that of others affected by our actions/inactions. You must therefore familiarise yourself with the Staff H&S Handbook, plus any health and safety arrangements your College/Professional Service has. Supervisory staff such as Lecturers and Line Managers also have specific responsibility for the health and safety of those they supervise.

**Visiting Academics:** In health and safety terms, Visiting Academics and Researchers must be given the same information, support and controls as staff.

**Students:** All students receive the Student H&S Handbook and should attend the central General University Welcome Talk. Locally, students receive a dedicated Health and Safety Talk within their predominant School or College, with other timely health and safety information given, when needed, throughout their course.

**Visitors and Contractors:** The H&S Policy details the University's expectations to ensure the health, safety and welfare of visitors and contractors.



## POLISIÄU A GWEITHDREFNAU

Y brif ddogfen yw **Polisi Iechyd a Diogelwch y Brifysgol**. Hwn yw prif bolisi'r Brifysgol yn y maes ac mae'n gosod y safon a ddisgwylir gan bawb. Mae'r Polisi'n ddogfen sydd ei hangen yn gyfreithiol ac fe'i cymeradwyir gan y Cyngor a'i llofnodi gan yr Is-ganghellor a Chadeirydd y Cyngor.

I gyfnerthu'r Polisi IaD ceir cyfres o **Safonau Polisi** ar wahanol themâu. Mae'r rhain yn rhoi gwybodaeth fanylach ar gyfer pynciau neu beryglon penodol. Maent yn disgrifio'r hyn a ddisgwylir gan Golegau, Gwasanaethau Proffesiynol ac unigolion. I gyd-fynd â Safonau Polisi ceir **Taflenni Gwybodaeth** hwylus a **Llawlyfrau** sy'n cynnig cyngor ymarferol ar ystod o risgiau. Mae'r holl bolisiäu, taflenni gwybodaeth ayb., yn ogystal â chanllawiau defnyddiol eraill, ar gael ar Wefan Iechyd a Diogelwch.

Yn ogystal â pholisiäu a gweithdrefnau canolog, bydd gan eich Coleg, Ysgol neu Wasanaeth Proffesiynol Bolisi IaD, gweithdrefnau, asesiadau risg a dogfennau eraill lleol i gefnogi rheoli iechyd a diogelwch. **Plis ymglyfarwyddwch â'r rhain.**

## POLICIES AND PROCEDURES

The primary document is the **University's Health and Safety Policy**. It is the institution's headline Policy and sets the standard expected of all. The Policy is a legally required document and is approved by Council and signed by the Vice-Chancellor and Chair of Council.

To supplement the H&S Policy a series of themed **Policy Standards** exist, that provide more detailed information for specific subjects or hazards. They describe what is expected of Colleges, Professional Services and individuals. Policy Standards are complemented with user friendly **Information Sheets** and **Handbooks** which offer practical advice on a range of risks. All Policies, Information Sheets etc., as well as other useful guidance, is available on the HS Website.

In addition to central policies and procedures your College, School or Professional Service will have its own, local H&S Policy, Procedures, risk assessments and other documents to support health and safety management. **Please familiarise yourself with these.**



**Eich Iechyd a Lles:** Gan ein bod yn treulio llawer o amser yn y gwaith, mae'r Brifysgol yn ceisio creu amgylchedd gwaith iach a chadarnhaol. Mae gan [IaD](#) / [AD](#) lawer o ganllawiau buddiol ar iechyd ar wefan.

Mae meddwl iach yr un mor bwysig â chorff iach. Siaradwch â chydweithiwr, eich Rheolwr Llinell neu AD os ydych yn teimlo dan straen, neu cysylltwch â'r Gwasanaeth Cwnsela am ddim am cefnogaeth.

**Cefnogaeth Gwnsela:** Mae'r Brifysgol wedi penodi arbenigwr allanol i ddarparu [gwasanaeth cwnsela](#) cyfrinachol am ddim. Anogir staff i ddefnyddio hwn os ydynt yn teimlo dan bwysau neu angen cefnogaeth emosiynol. Ewch i wefan IaD neu AD i gael manylion.

**Cydraddoldeb:** Nod y Brifysgol yw meithrin awyrgylch sy'n parhau a gwerthfawrogi cyfraniad cadarnhaol ei holl aelodau. Mae'r [Polisi Cydraddoldeb](#) ar gael ar wefan AD.

**Bwlio/Aflonyddu:** Mae'r Brifysgol wedi ymrwymo i sicrhau y gall staff, myfyrwyr ac ymwelwyr weithio, astudio a byw mewn amgylchedd diogel a dymunol. Os ydych yn profi bwlio, aflonyddu, trais ayb., cysylltwch ag AD neu eich Rheolwr Llinell. Aflonyddu manylion ar [wefan AD](#) a all gynnig cefnogaeth.

**Your Health and Well-being:** As we spend a lot of time at work, the University tries to create a healthy and positive work environment. [HS](#) / [HR](#) have a lot of helpful health guidance on the Website.

A healthy mind is equally important as a healthy body. If you feel stressed, talk to a colleague, your Line Manager or HR. Alternatively contact the free Counselling Service for support.

**Counselling Support:** The University has appointed an [external support specialist](#) to provide confidential, free counselling. Staff are encouraged to use this if they feel under pressure or need emotional support. Visit the HS or HR Website for details.

**Equality:** The University aims to provide an environment that respects and values the positive contribution of all members. The [Equality Policy](#) is available on the HR Website.

**Bullying/Harassment:** The University is committed to ensuring staff, students and visitors can work, study and live in a safe, pleasant environment. If you experience bullying, aggression, harassment etc., contact HR or your Line Manager. Details on the [HR Website](#) who can offer support.



**Ysmygu:** Ni chaniateir ysmegu yn unrhyw adeilad nac o fewn 5 metr i unrhyw adeilad a reolir gan y Brifysgol, nac mewn unrhyw gerbyd a ddefnyddir ar fusnes y Brifysgol. Mae cyngor ar roi'r gorau i ysmegu, neu ysmegu llai, ar gael ar wefan IaD.

**Alcohol a Chyffuriau:** Cynigir cymorth i staff sy'n teimlo y gallent fod â phroblem gysylltiedig ag alcohol neu gyffuriau. Os na ellwch siarad â'ch Rheolwr Llinell, ffoniwch Iechyd Galwedigaethol am sgwrs; neu gellwch gysylltu â'r Gwasanaeth Cwmsela am help. Ymdrinnir â phob mater yn hollol gyfrinachol.

**Offer Sgrin Arddangos (Cyfrifiaduron):** Gall eistedd yn anghywir, cynllun ergonomig gwael a diffyg seibiannau arwain at anghysur ac, mewn rhai achosion, at broblemau iechyd hir-dymor a all effeithio ar fywyd cartref a gwaith.

Bydd gan bob Coleg/Gwasanaeth Proffesiynol Aseswr OSA ei hun ac, ar ôl i chi ddechrau yn y Brifysgol, bydd yn anfon linc atoch i'r [Ffurflen Hunan-Asesu OSA ar-lein](#). Rhaid i chi lenwi hon a'i dychwelyd. Bydd eich Aseswr OSA wedyn yn eich helpu neu gysylltu ag IaD ar eich rhan os oes angen i gael cyngor mwy arbenigol.

Os ydych yn defnyddio cyfrifiaduron cofiwch symud yn weddol aml - gwnewch banded, sefwch i fyny ac ymestyn. Edrychwch sut

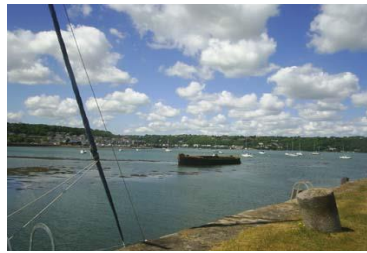
**Smoking:** Smoking is prohibited in, or within 5 meters of any University controlled building or in any vehicle used on University business. Advice on 'quitting' or controlling smoking is available on the HS Website.

**Alcohol and Drugs:** Support is offered to staff who feel they may have an alcohol or drugs related problem. If you cannot talk to your Line Manager, please call Occupational Health for a chat; alternatively contact the Counselling Service for help. All matters are dealt with in confidence.

**Display Screen Equipment (Computers):** Bad posture, poor ergonomic design and lack of breaks can lead to discomfort and in some cases long-term health issues, affecting home and working life.

Each College/Professional Service will have its own DSE Assessor who, after you start at the University will send you a link to the [On-Line DSE Self-Assessment Form](#). You must complete and submit this. Your DSE Assessor will then help or contact HS on your behalf if needed, for more specialist advice.

If using computers always move at regular intervals - make a drink, stand up and stretch. Check any computer set up you have at home, and do consider other



rydych yn defnyddio unrhyw gyfrifiaduron sydd gennych gartref ac am faint rydych yn eu defnyddio, e.e. oriau yn eich plyg ar y sofffa gydag iPad!

**Merched Beichiog a Mamau Newydd:** Rydym yn argymhell yn gryf eich bod yn dweud wrth eich Rheolwr Llinell, Cydlynnydd/Swyddog IaD neu IaD os ydych yn feichiog neu'n trio cael babi. Gall eich Coleg/Gwasanaeth Proffesiynol wedyn asesu risg eich gwaith er mwyn gwarchod eich iechyd chi ac iechyd eich plentyn. Mae hyn yn hynod bwysig os ydych yn gwneud gwaith a allai niweidio'r plentyn rydych yn ei gario. Er enghraifft, defnyddio teratogenau/mutagenau neu godi a symud pethau'n rheolaidd.

Yn ogystal, dylech hysbysu AD o feichiogrwydd o leiaf 15 wythnos cyn dyddiad yr enedigaeth.

Pan ddychwelwch i'r gwaith gwneir asesiad risg penodol i wirio na all y gwaith eich niweidio chi neu eich plentyn tra ydych yn bwydo o'r fron.

Mae gwybodaeth bellach, yn cynnwys Llawlyfr defnyddiol, ar gael ar [wefan IaD](#).

**Codi a Chario:** Cyn [symud](#) unrhyw lwyth trwm, gofynnwch "a oes raid ei symud?" Os oes, ystyriwch y pethau hyn:

- *Task:* Beth sydd i'w symud, faint ohonynt/pa mor bell?

technology you use and for how long e.g. hours scrunched up on the sofa with an iPad!

**Expectant and New Mothers:** We strongly recommend you tell your Line Manager, H&S Coordinator/Officer or HS if you are pregnant or are trying for a child. Your College/Professional Service can then risk assess your work to protect the health of you and your child. This is very important if you carry out work that could harm your unborn child. For example, use teratogens /mutagens or perform handling tasks regularly.

In addition, you should notify HR of a pregnancy at least 15 weeks before the due date.

When returning to work a specific risk assessment will be undertaken to check work cannot harm you or your child whilst breastfeeding.

Further information, including a useful Handbook are available on the [HS Website](#).

**Manual Handling:** Ask before [moving](#) any heavy load, "does it need to be moved?" If it does:

- *Task:* What is to be moved, how many/far?





- *Unigolyn:* Ystyriwch eich cryfder personol, taldra ac iechyd a meddyliwch beth rydych yn ei wisgo.
- *Llwyth:* Beth yw pwysau, siâp a maint y llwyth? Oes ganddo ymylon miniog, ydi o'n boeth/oer neu'n gemegol, all y llwyth symud?
- *Amgylchedd:* Tu mewn neu tu allan? Oes yna risiau, rhwystrau neu oleddf? Ydi'r llwybr yn dywyll?

Cyn i chi godi llwyth: ystyriwch ei bwysau - ei ysgwyd/ceisio codi ychydig arno; cadwch y llwyth yn agos at eich corff; peidiwch â chyrwydu (rhannwch y plygu rhwng eich coesau a'ch cefn) a chadwch eich traed ar wahân gydag un goes ychydig ymlaen. Wrth symud y llwyth edrychwch yn syth ymlaen a pheidio â throi eich corff i'r ochr.

**Lles, Gwres, Goleuo ayb.:** Dylai mannau gwaith fod yn gyfforddus o ran tymheredd, goleuo ayb. Darperir dŵr yfed, ceginau a thoiledau ym mron pob un o adeiladau'r Brifysgol. Os cewch unrhyw broblemau cysylltwch â Desg Gymorth y Gwasanaethau Champws ar **2783**, [gwasanaethaucampws@bangor.ac.uk](mailto:gwasanaethaucampws@bangor.ac.uk)

- *Individual:* Consider personal strength, height and health and think about what you are wearing.
- *Load:* What is the load's weight, shape and size? Does it have sharp edges, is it hot/cold or a chemical, can the load shift?
- *Environment:* Inside or out? Are there steps, obstructions or an incline? Is the route dark?

Before you lift a load: gauge it - rock it/test lift it; keep the load close to your body; do not squat (share bending between your legs and back) and keep feet apart with one leg slightly forwards. When moving the load do not turn by twisting and always look ahead!

**Welfare, Heating, Lighting etc.:** Workplaces should be a comfortable place to work, e.g. temperature, lighting. Drinking water, kitchen areas and toilet facilities are provided in nearly every University building. If you do have any problems contact the Campus Services (CS) Helpdesk on **2783**, [campusservices@bangor.ac.uk](mailto:campusservices@bangor.ac.uk)



**Offer Sgrin Arddangos (Cyfrifiaduron) / Display Screen Equipment (Computers)**



Move chair close to the desk and sit back on the seat. Adjust the chair back so the upper body is relaxed and supported. Raise the chair seat so the upper arms are vertical, the elbows are level with, or just above the desk.



Set the chair position / height as described. Use a footrest if the feet do not touch the ground. Height-adjustable chair arms provide additional support for the upper body when not keying. If the armrests restrict desk access, ask if they can be removed.



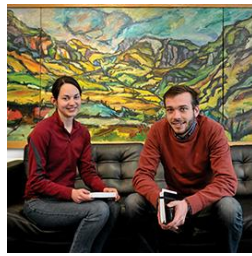
Raise the monitor so the visible screen top is just below eye level. Document holder should be at screen height and in the same focal plane to reduce head twisting / tilting.



A separate keyboard and mouse improves layout flexibility. By using one of the proprietary laptop stands to tilt the computer, it is possible to raise the screen to an acceptable height and viewing distance.



The seat of your chair must be height adjustable. You must also be able to adjust the seat back – both in terms of height and tilt.



**Plant:** Derbynnir y gall staff yn achlysurol fod angen dod â'u plant i'r gwaith, e.e. mewn argyfwng gyda gofal plant. Mae'r Brifysgol, Colegau/Gwasanaethau Proffesiynol hefyd yn gwahodd plant i ddyddiau agored, digwyddiadau ayb.

Fodd bynnag, cyn y gall plant ddod i weithgaredd ar eiddo'r brifysgol, rhaid i Golegau/Gwasanaethau Proffesiynol asesu risgiau eu gweithgareddau ac adeiladau (gall y Cydlynnydd IaD lleol neu IaD helpu).

Yn ogystal, rhaid i staff holi eu Rheolwr Llinell cyn dod â phlentyn i'r gwaith, gan fod cyfyngiadau mewn rhai mannau, e.e. ni chaniateir plant mewn labordai. Unwaith y byddwch yn y gwaith, rydych chi fel rhiant yn gyfrifol wedyn am oruchwyllo eich plentyn bob amser ac am eu diogelwch.

**Amgylchedd:** Mae'r Brifysgol yn falch o'i gwelliant parhaus i leihau ei hól troed carbon a gwastraff. Ewch i'r [Wefan Amgylchedd](#) os oes gennych unrhyw awgrymiadau yn ymwneud â'r amgylchedd neu gynaliadwyedd.

**Academyddion ar Ymweliad:** Dylai holl academyddion ac ymchwilydd ar ymweliad dderbyn sesiwn gynefino leol ar iechyd a diogelwch a gwybodaeth berthnasol i'w gwaith a'u mannau gweithio. Rhaid i Golegau/Gwasanaethau Proffesiynol fod yn fodlon bod yr academydd/ymchwilydd ar ymweliad yn gymwys i gyflawni'r tasgau a

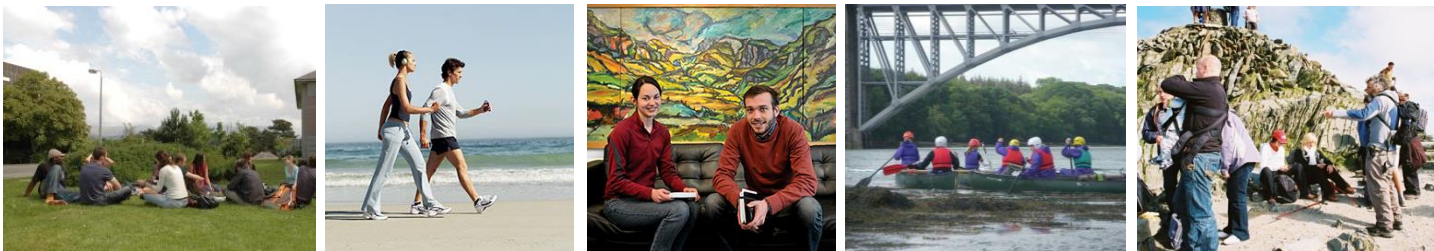
**Children:** It is accepted staff may occasionally need to bring their children to work, e.g. in a childcare emergency. The University, Colleges/Professional Services also invite children to Open Days, Events etc.

However, before children attend an event on University premises, Colleges/Professional Services must risk assess the dangers posed by their activities and buildings (the local H&S Co-ordinator or HS can help).

In addition, staff must check with their Line Manager before bringing a child to work, as restrictions apply in some areas i.e. no children in laboratories. Once at work, you as a parent are then responsible for supervising your child at all times and their safety.

**Environment:** The University is proud of its continual improvement to reduce its carbon footprint and waste. If you have any environment or sustainability suggestions, please visit the [Environment Website](#).

**Visiting Academics:** All visiting academics and researchers should receive a local Health and Safety Induction and information pertinent to their work and work area(s). Inviting Colleges/Professional Services must be satisfied the visiting



bennwyd yn ddiogel, gan ddarparu goruchwyliaeth a chymorth fel bo'r angen.

**Ymwelwyr a Chontractwyr:** Dylai holl ymwelwyr dderbyn gwybodaeth, hyfforddiant a goruchwyliaeth iechyd a diogelwch fel bo'r angen i sicrhau eu diogelwch. Rhaid iddynt hwythau wedyn ddilyn unrhyw gyfarwyddiadau a roddir.

Fel rheol rheolir [contractwyr adeiladu/gwasanaeth](#) gan CS gyda rhai contractwyr sy'n rhoi gwasanaeth i offer yn cael eu cyflogi'n uniongyrchol gan Golegau/Gwasanaethau Proffesiynol. Yn y naill achos a'r llall, rhaid i gontractwyr ddilyn holl reolau lleol, dangos pwy ydynt a sicrhau nad yw eu gwaith yn achosi risg i unrhyw unigolion neu asedau/gweithgaredd yn y Brifysgol.

academic/researcher is competent to undertake the tasks assigned safely, providing supervision and assistance as required.

**Visitors and Contractors:** All visitors should receive relevant health and safety information, training and supervision as necessary to ensure their safety. In return, they must follow any instructions given.

As a rule, [building/service contractors](#) are controlled by CS with some equipment-servicing contractors employed directly by Colleges/Professional Services. In either case, contractors must follow all local rules, display identification and ensure their work does not put any person or University asset/activity at risk.



**Asesiadau Risg:** Fel rheol mae asesiadau risg yn ddogfennau syml sy'n edrych ar yr hyn a allai achosi niwed, nodi os yw risg yn bodoli ac, os felly, pa gamau sydd eu hangen i reoli'r risg.

Bydd Colegau/Gwasanaethau Proffesiynol yn darparu asesiadau risg perthnasol i'ch gwaith. Os rhoddir asesiad risg i chi, sicrhewch eich bod yn ymglyfarwyddo â'i gynnwys a dilyn yr holl reolaethau.

Yn achlysurol fe ellid gofyn i chi gymryd rhan mewn asesiad risg, neu gyflawni un, fel rhan o'ch gwaith. Os ydych yn ansicr beth i'w wneud rhowch wybod i rywun fel y gellir trefnu hyfforddiant. Mae cyngor, yn cynnwys gwahanol templedi asesu risg, ar gael ar [wefan IaD](#).

**Hyfedredd:** Peidiwch â bod ofn gofyn. Os ydych yn bryderus nad ydych yn gallu cyflawni tasg, siaradwch â'ch Rheolwr Llinell fel y gellir trefnu goruchwyliaeth, cyfarwyddyd neu hyfforddiant priodol.

**Adeiladau:** Peidiwch byth ag ymyrryd â gwasanaethau neu adeiladwaith adeilad. Dim ond pobl benodol a benodwyd gan CS all wneud hynny.

**Asbestos:** Oherwydd eu hoed fe all rhai o adeiladau'r Brifysgol gynnwys asbestos, nad yw'n fygythiad fel rheol. I reoli asbestos mae CS wedi penodi Ymgynghorydd Asbestos arbenigol, datblygu Cofrestr Asbestos o ddeunyddiau asbestos a labelu

**Risk Assessments:** Risk assessments are generally simple documents that look at what could cause harm, identifies if a risk exists and if so what actions are required to control the risk.

Colleges/Professional Services will provide risk assessments relevant to your work. If you are given a risk assessment, please ensure you familiarise yourself with its content and follow all controls.

On occasion, you could as part of your work, be asked to take part in or undertake a risk assessment. If you are unsure what to do, please tell someone so appropriate training can be arranged. Advice, including different template risk assessments are available on the [HS Website](#).

**Competence:** Do not be afraid to ask. If you are concerned you are unable to carry out a task, please talk to your Line Manager so appropriate, supervision, instruction or training can be arranged.

**Buildings:** Never interfere with a building's services, fabric or structure. Only specific people appointed by CS may do so.

**Asbestos:** Due to their age, some University buildings may contain asbestos, which as a rule does not pose a threat.



holl ddeunyddiau asbestos hysbys gyda label rhybudd asbestos coch a du.

Gall offer Coleg/Gwasanaeth Proffesiynol hefyd gynnwys asbestos. Er bod y rhan fwyaf wedi cael eu nodi a'u labelu, mae siawns y gallai rhai eitemau fod wedi cael eu pasio. Byddwch yn ymwybodol o hyn a holi cyn ymyrryd â chyfarwydd eitem. Yn ogystal, peidiwch byth â thynnu label asbestos neu ymyrryd â'r deunydd y mae wedi'i osod arno.

**Dronau:** Mae gan y Brifysgol [Bolisi Dronau](#). Cysylltwch â IaD cyn hedfan, neu ganiatáu i eraill hedfan dronau ar fusnes a/neu tir sy'n gysylltiedig â'r Brifysgol.

**Diogelwch Trydanol:** Gall [trydan](#) achosi tanau, llosgiadau a hyd yn oed ladd. Felly, cofiwch wneud y pethau a ganlyn:

- Diffoddwch offer a thynnu plygiau o socedi.
- Defnyddiwch offer ar gyfer eu bwriad penodol yn unig.
- Edrychwch yn ofalus ar offer trydanol cyn eu defnyddio.
- Peidiwch â defnyddio offer sy'n edrych fel pe baent wedi eu niweidio/yn anniogel.
- Peidiwch â blocio awyrellau - mae'n achosi gorboethi.
- Gosodwch geblau'n ofalus rhag ofn i rywun faglu ar eu traws.



To manage asbestos, CS have appointed a specialist Asbestos Consultant, developed an Asbestos Register of asbestos materials and labelled all known asbestos materials with a black and red asbestos warning label.

College/Professional Service equipment may also contain asbestos. Although most has been identified and labelled, there is a chance items have been missed. Be aware and ask before disturbing the integrity of an item. In addition, never remove any asbestos label or interfere with the material it is fixed.

**Drones:** The University has a [Drones Policy](#). Contact H&S before flying, or allowing others to fly a drone on University related business and / or premises.

**Electrical Safety:** [Electricity](#) can cause fires, burns and even kill. So please:

- Switch off appliances and unplug unused ones.
- Only use appliances for intended use.
- Always visually check appliances before use.
- Stop using appliances that look damaged/unsafe.



- Peidiwch fyth â gorlwytho ceblau estyniad neu gysylltu un wrth un arall. Dad-windiwch geblau yn llawn.
- Rhowch wybod i CS am socedi wedi'u niweidio.



Os ydych yn dod ar draws offer y credwch sy'n anniogel, rhowch wybod amdano'n syth a hefyd sicrhau os yw'n bosib na all eraill ei ddefnyddio, e.e. trwy roi arwydd arno.

**SYLWCH:** Mae'n rhaid cynnal prawf PAT ar unrhyw offer trydanol 'a ddygir i mewn' cyn y gellir ei ddefnyddio yn y Brifysgol.

**Peiriannau/Offer:** Dylai pob Coleg/Gwasanaeth Proffesiynol wneud asesiad risg ar eitemau offer o bwys i sicrhau eu bod yn cael eu gweithredu a'u cynnal a'u cadw'n unol â gofynion y gwneuthurwr a gofynion deddfwriaethol.

Fel staff, ni ddylech ond defnyddio offer yr ydych wedi cael eich hyfforddi a'ch awdurdodi i'w weithredu. Peidiwch byth â defnyddio offer oni bai eich bod yn gwybod sut i'w ddefnyddio'n ddiogel. Yn ogystal, os dewch ar draws eitem sy'n teimlo'n anniogel i chi, rhowch arwydd 'PEIDIWCH Â'I DDEFNYDDIO' arno a rhoi gwybod am y mater yn syth.

- Don't block vents – it causes overheating.
- Carefully place cables to prevent trip hazards.
- Never overload extension leads or connect one into another. Fully unwind coiled leads.
- Report damaged sockets, etc. to CS.



If you find an item of equipment you think is unsafe, please report it immediately and if possible ensure others cannot use it e.g. display a sign.

**NOTE:** All 'brought in' electrical appliances must be PAT Tested before use at the University.

**Machinery/Equipment:** Each College/ Professional Service should risk assess significant items of equipment to ensure they are operated and maintained as per manufacturer's and legislative requirements.

As staff, you must only use equipment you are trained, competent and authorised to operate. Please, never operate an item



**Diogelwch Personol:** Bydd eich Coleg/ Gwasanaeth Proffesiynol yn asesu risg gweithgareddau lle gall diogelwch personol fod yn fater e.e. ymweld â chartrefi pobl i ddibenion ymchwil. Yn ogystal:

- Meddyliwch cyn i chi weithredu. Ystyriwch eich diogelwch.
- Ffoniwch [Diogelwch 333](#) (ffôn / Timau) / Heddlu **999** os gwelwch rywun yn ymddwyn yn rhyfedd - rhowch wybod am bob achos o drais, dwyn ayb.
- Cadwch eitemau personol o'r golwg e.e. pwrs, ffôn symudol.
- Cadw i leoedd gyda digon o olau a parcio mewn lle sydd â llawer o fynd a dod.
- Cadwch ffôn symudol wrth law.
- Gofalwch bod eich allweddi yn barod er mwyn i chi allu mynd i mewn yn gyflym.
- Dywedwch wrth rywun pan fyddwch yn cyrraedd/dychwelyd.

### **Gweithio ar Eich Pen Eich Hun/Tu Allan i**

**Oriau Arferol:** Dylai staff sydd eisiau gweithio ar eu pennau eu hunain/tu allan i oriau arferol ymglyfarwyddo â threfniadau lleol. Mae hyn yn arbennig o bwysig yng Ngholegau'r Gwyddorau sydd â threfniadau penodol ar weithio tu allan i oriau/ar eich pen eich hun. Fel rheol, dylech wneud y canlynol:

- Rhoi gwybod i'ch rheolwr llinell.
- Dilyn trefniadau lleol.

unless you know how to use it safely. In addition, if you find an item which you feel is unsafe please display a 'DO NOT USE' sign so no one else can use it and report the issue immediately.

**Personal Safety:** Your College/Professional Service will risk assess activities where personal safety may be an issue e.g. home visits for research. In addition:

- Think before you act. Consider your safety.
- Call [Security 333](#) (phone / Teams) / Police **999** if you see someone behaving strangely - report all violence, theft etc.
- Keep personal items out of sight e.g. purse.
- Keep to well-lit areas.  
Park in a busy place.
- Have a mobile phone handy.
- Get keys ready to get inside quickly.
- Tell someone when you arrive/return.

**Lone/Out of Hours Working:** Staff wishing to undertake Lone/Out of Hours Working should familiarise themselves with local arrangements. This is especially important in Science Colleges who have specific Out of Hours/Lone Working Procedures.

Normally, as a rule you should:

- Tell your Line Manager.





- Dweud wrth yr adran ddiogelwch eich bod mewn adeilad a rhoi gwybod iddynt pan fyddwch yn gadael.
- Sicrhau y gellwch gysylltu â rhywun, e.e. ffôn wrth law.
- Gwybod sut i fynd allan yn achos tân, ac am leoliad y blwch cymorth cyntaf pe baech yn cael anaf bach.

**SYLWCH:** Rhaid i staff gyda thrafferthion symud, neu nam ar y golwg neu amhariadau eraill, ystyried eu hanghenion wrth weithio'n hwyr neu ar eu pennau eu hunain.

**Ymbelydredd:** Os ydych yn bwriadu gweithio gyda [deunyddiau ymbelydrol](#) neu ddefnyddio Setiau Pelydr-X, mae'n rhaid i chi'n gyntaf gofrestru gyda'r Swyddog Gwarchod rhag Ymbelydredd cyn gwneud y gwaith. Os byddwch yn defnyddio Laserau Dosbarth 3 neu 4 mae'n rhaid i chi gofrestru â'r Swyddog Diogelwch Laserau.

Unwaith y byddwch wedi cofrestru, byddwch yn cael hyfforddiant, llythyr awdurdodi ac efallai fathodyn dosimetreg ymbelydredd. Rhaid i chi gydymffurfio â'r holl reolaethau sydd wedi'u sefydlu. Os na wnewch hynny fe allech achosi perygl i chi eich hun a'ch cydweithwyr. Gallai'r Brifysgol hefyd gollu ei thrwydded.

**Bioberyglon / Cemegau:** Er mwyn gwarchod ei staff a chydymffurfio â'r Rheoliadau Rheoli Sylweddau Peryglus i Iechyd ([COSHH](#)), mae'n rhaid i bob

- Follow local procedures.
- Tell Security you are in a building and on leaving.
- Ensure you can call someone, e.g. phone.
- Know how to get out in a fire and where the First Aid box is in case of a minor injury.

**NOTE:** Staff with mobility, visual or other impairments must consider their needs if working late or alone.

**Radiation:** If you are planning to work with [radiation](#) materials or use X-ray Sets, you must firstly Register with the Radiation Protection Officer before carrying out work. If using Class 3 or 4 Lasers you must Register with the Laser Safety Officer.

Once registered, you will be given training, an authorisation letter and possibly a radiation dosimetry badge. You must comply with all controls put in place. If you do not you could put you and your colleagues at risk. The University could also lose its licence.

**Biohazards / Chemicals:** To protect its employees and comply with the Control of Substances Hazardous to Health Regulations ([COSHH](#)) each College/Professional Service must risk assess substances, materials and products



Coleg/Gwasanaeth Proffesiynol asesu risg sylweddau, deunyddiau a nwyddau sy'n dod dan COSHH. Bydd staff wedyn yn derbyn gwybodaeth addas ac/neu hyfforddiant ar y risgiau a nodwyd a dulliau gweithredu ar gyfer eu defnyddio'n ddiogel.

**Bioberyglon**: Rhaid i staff sy'n gweithio gyda meinwe dynol/anifeiliaid neu ddeunydd pathogenaidd a allai fod yn heintus fod yn gymwys i drin y rhain yn ddiogel. Efallai y bydd angen awdurdodiad ac os oes yna risg benodol o niwed efallai y gofynnir i chi fynd i Arolygiad Iechyd. Rhaid i chi gydweithredu os gofynnir i chi fynd i Arolygiad Iechyd.

**Cyfarpar Gwarchod Personol (CGP)**: Dim ond fel dewis olaf y dylid gwisgo **CGP**. Os dywedir wrthy ch bod rhaid i chi wisgo CGP, gwnewch yn siŵr eich bod yn:

- Gwybod pryd y mae angen i chi ei wisgo a sut.
- Ei wisgo. Gwneud yn siŵr ei fod yn gyfforddus ac yn ffitio.
- Gwneud yn siŵr ei fod yn addas i'w ddefnyddio ac yn cyd-fynd â CGP arall, e.e. goggles gyda het galed.
- Peidiwch byth â chamddefnyddio CGP.
- Trefnu i gael eitemau CGP newydd fel bo'r angen.
- Cael CGP newydd yn syth yn lle rhai a niweidiwyd.

falling under COSHH. Staff will then receive suitable information and/or training on the risks identified and procedures for their safe use.

**Biohazards**: Staff working with human/animal tissue or potentially infective (pathogenic) material must be competent to handle these safely. Authorisation may be required and if there is a specific risk of harm you may be asked to attend Health Surveillance. You must co-operate if requested to attend Health Surveillance.

**Personal Protective Equipment (PPE)**: **PPE** should only be worn as a last resort. If you are told you must wear PPE, make sure you:

- Know when you need to wear it and how.
- Wear it. Check it is comfortable and fits.
- Check it is suitable for use and is compatible with other PPE, e.g. goggles with a hard hat.
- Never misuse PPE.
- Arrange for replacements as needed.
- Replace damaged PPE immediately.

**Overseas Travel**: If travelling overseas you must comply with the **Overseas Travel Policy**. This includes completing the on-line Travel Insurance Form and completing



**Teithio Dramor:** Os byddwch yn teithio dramor mae'n rhaid i chi gydymffurfio â'r [Polisi Teithio Dramor](#). Mae hyn yn cynnwys llenwi'r Ffurflen Yswiriant Teithio ar-lein a gwneud asesiad risg a ddylai gymryd i ystyriaetg unrhyw gyngor a roddir gan y Tramor, y Gymanwlad a Dev. Swyddfa (FCDO), ynghyd â natur, gweithgareddau a lleoliad eich taith. Dylech fod yn ymwybodol hefyd bod angen awdurdodaeth benodol os byddwch yn teithio i fannau y mae'r FCDO yn eu rhestru fel rhai 'cyfyngedig'.

**SYLWER:** Mae Yswiriant Teithio Personol yn cynnwys teithio i ddibenion gwaith yn unig. Efallai y bydd angen i chi drefnu eich yswiriant teithio personol eich hun os ydych yn bwriadu gwneud gweithgareddau risg uwch dramor (e.e. deifio), neu os oes gennych anghenion meddygol penodol.

**Teithio:** Ystyriwch ddefnyddio cludiant cyhoeddus bob amser. Os byddwch yn teithio mewn car gofynnir i chi gyfyngu eich amser gyrru a'r amser y byddwch i ffwrdd o'ch cartref. Mae Canllawiau ar Gynllunio Teithio ar gael yn y Llawlyfr Diogelwch i Yrwy'r a Theithwyr (gweler gwefan IaD).

**Cerbydau, Gyrwyr a Meysydd Parcio:** Gellwch ddefnyddio unrhyw faes parcio yn y Brifysgol os oes gennych drwydded barcio (trwy CS), ond cofiwch ei harddangos i osgoi cael eich clampio neu eich dirwyo! Yn ogystal, cymerwch ofal wrth yrru o gwmpas campysau, dilynwch arwyddion ffyrdd fel pe

a risk assessment that must take into account advice given by the Foreign, Commonwealth & Dev. Office (FCDO) and the nature i.e. activities and location of your trip. Please also be mindful specific authorisations are required if travelling to areas the FCDO lists as 'restricted'.

**NOTE:** Personal Travel Insurance only covers travel for the purpose of work. You may also need to arrange your own personal travel insurance if planning to carry out higher risk activities abroad (e.g. diving), or if you have specific medical needs.

**Travel:** Always consider using public transport. If travelling by car please limit your driving time and the length of time you are away from home. Guidance on Travel Planning is available in the Driver and Passenger Safety Handbook (see HS Website).

**Vehicles, Drivers and Car Parks:** You can use any University car park if you have a car park permit (available from CS), but do display it to avoid being clamped or fined!

Take care when driving around campuses, follow road signs as on a public road, and look out for pedestrians who may not be concentrating. Finally, respect cyclists and



baech ar ffordd gyhoeddus, a chadwch olwg am gerddwyr na fydd yn canolbwyntio efallai. Yn olaf, parchwch feicwyr a cherddwyr, gan roi blaenoriaeth iddynt mewn llawer o achosion pan fyddwch ar diroedd y Brifysgol.

*Diogelwch Gyrwyr a Cherbydau:* Mae'n bosib mai gyrru yw un o'r gweithgareddau mwyaf peryglus y byddwch yn ei wneud tra yn y gwaith. Mae llawer o gyfarwyddyd ar ddiogelwch gyrwyr/cerbydau ar wefan IaD.

Mae'n rhaid i chi gael Yswiriant Defnydd Busnes os byddwch yn gyrru eich 'car eich hun' i ddibenion 'gwaith'. Yn ogystal, os byddwch wedi'ch contractio i yrru i ddibenion gwaith, gan ddefnyddio cerbydau sy'n eiddo i'r Brifysgol neu wedi ei llogi/prydlesu ganddi, neu os byddwch yn llogi cerbydau ar gyfer gwaith, mae'n rhaid i chi roi manylion eich Trwydded Yrru'n flynyddol i'ch Coleg/Gwasanaeth Proffesiynol ac wedi eich awdurdodi i yrru'r math o gerbyd a yrrir gennych (*gofynnol gan Yswirwyr y Brifysgol a [Pholisi'r Brifysgol ar Ddiogelwch Gyrwyr a Cherbydau](#)*).

**SYLWER:** Mae amodau ychwanegol yn berthnasol os byddwch yn gyrru bws mini - ewch i [wefan IaD](#) i gael manylion.

**Arwyddion a Symbolau Diogelwch:** Dyma'r rheolau sylfaenol yn gyffredinol:

- **Arwyddion Glas:** Cyfarwyddiadau gorfodol.

pedestrians, in many instances giving them priority when on University grounds.

*Driver and Vehicle Safety:* Driving is possibly one of the most hazardous activities you will undertake whilst at work. A wealth of guidance on driver/vehicle safety is available on the HS Website.

If driving your 'own car' for 'work' you must have Business Use Insurance. In addition, if contracted to drive for work, using University owned / hired / leased vehicles or hiring vehicles for work you must submit your Driving Licence details annually to your College /Professional Service and be authorised for the type of vehicle driven (*required by the University's Insurers and the University's [Driver and Vehicle Safety Policy](#)*).

**NOTE:** Additional conditions apply if driving Minibuses – please visit the [HS Website](#) for details.

**Safety Signs/Symbols:** In general, the following basic rules apply:

- **Blue Signs:** Compulsory instructions.
- **Yellow Signs:** Hazard warnings, e.g. electrocution.
- **Red Signs:** Prohibition signs, e.g. No Smoking.



- **Arwyddion Melyn:** Rhybuddion perygl, e.e. trydanladdiad.
- **Arwyddion Coch:** Arwyddion gwahardd, e.e. Dim Ysmygu.
- **Arwyddion Gwyrdd:** Ymarfer/deunydd diogel, allanfa.
- **Mannau Peryglus:** Mae arwyddion rhybudd wedi'u gosod ar ddrysau labordai gyda pheryglon penodol.
- **Mannau Cyfyngedig:** Ceir arwyddion ar y drws yn dweud mai dim ond pobl wedi'u hawdurdodi gaiff fynd i mewn. Efallai y bydd angen Trwyddedau i Weithio hefyd.

**Llithro, Baglu neu Syrthio:** Gall y rhain achosi anafiadau difrifol, felly:

- Rhowch wybod i CS am broblemau, e.e. grisiau wedi torri, goleuadau ddim yn gweithio, teils carped wedi codi.
- Gwisgwch esgidiau addas ar gyfer y tywydd a'ch amgylchedd/gweithgaredd.
- Gofalwch nad oes rhwystrau ar lwybrau, wrth ddrysau ac yn gyffredinol ar loriau.
- Byddwch yn ofalus gyda cheblau ar draws lloriau.
- Rhowch wybod am bob achos o lithro, baglu a syrthio ar Ffurflen Damweiniau a Digwyddiadau. Gallai ddangos bod yna broblem.

**Gweithio ar Uchder:** Gall syrthio o [uchder](#) fod yn farwol wrth gwrs mewn rhai achosion.

- **Green Signs:** Safe practice/material, exit route.
- **Hazardous Areas:** Labs with specific hazards have visible warning signs displayed on the door.
- **Restricted Areas:** Have signs displayed on the door, stating you can only enter if authorised. Permits to Work may also be required.

**Slips, Trips & Falls:** Can cause serious injuries, so:

- Report problems to CS, e.g. broken steps, lights not working, lifting carpet tiles.
- Wear suitable shoes for the weather and your work environment/activity.
- Keep walkways, doorways and general floor spaces free from obstructions.
- Be mindful of trailing cables.
- Report all slips, trips and falls on an Accident and Incident Form. It could identify a problem and stop someone else getting hurt.

**Working at Heights:** Falling from '[heights](#)' can of course prove fatal. However, even falls from 'kick steps' and step ladders can result in an injury.

Before using any access equipment such as kick steps check you are comfortable in



Fodd bynnag, gall hyd yn oed syrthio oddi ar ysgolion stepiau isel achosi anaf.

Cyn defnyddio unrhyw offer mynediad megis ysgolion stepiau, gwnewch yn siŵr eich bod yn teimlo'n gyfforddus wrth eu defnyddio ac nad oes unrhyw ffordd arall haws o gael mynediad. Ceisiwch osgoi storio eitemau'n uwch nag uchder y gellir mynd atynt yn hwylus. Cadwch eitemau trwm ar silffoedd is ac eitemau a ddefnyddir yn anaml yn uwch i fyny. Yn ogystal, defnyddiwch offer risg uwch, e.e. ysgol y gellir ei hymestyn, MEWP, tŵr sgaffald, yn unig os ydych yn gallu eu defnyddio'n fedrus ac wedi eich awdurdodi i wneud hynny.

**Cael Gwared â Gwastraff:** Dylech gael gwared ar wastraff yn y bin cywir a chael gwared ar bethau peryglus fel gwydr yn ddiogel e.e. eu rhoi mewn bocs, ei selio gyda thâp ac yna mynd â'r bocs i'r bin allanol. Os cewch hyd i bethau miniog, ffoniwch y staff diogelwch ar **333/2795**.

Rhaid cael gwared ar wastraff cemegol, biolegol a radiolegol yn unol â gweithdrefnau / rheolau lleol penodol a chan contractwyr arbenigol trwyddedig. Dylech wirio gweithdrefnau bob amser os yw hynny'n berthnasol. Gweler [Gwefan HS](#) am fanylion pellach

their use and there is no practical alternative to gain access. Try to avoid storing items above an easily accessible height. Store heavy items on lower shelves and infrequently used items higher up. In addition, only use higher risk equipment e.g. extendable ladder, MEWP, scaffold tower if you are competent / authorised.

**Disposal of Waste:** Please dispose of waste in the correct bin with breakables such as glass disposed of safely e.g. place in a box, tape shut and then take the box to the external bin. If you find sharps, such as needles please call Security on **333/2795**.

Chemical, biological and radiological wastes must be disposed of in accordance with specific Procedures /Local Rules and by Licensed Specialist Contractors. Always check procedures if applicable. See the [HS Website](#) for further details.



**RHIFAU FFÔN DEFNYDDIOL /  
USEFUL PHONE NUMBERS:**  
Argyfwng / Security - 2795 / 333  
IaD / H&S – 3847  
GC / CS – 2775 / 2783

**Trefn Argyfwng:** Mae gan y Brifysgol a'r rhan fwyaf o Golegau a Gwasanaethau Proffesiynol wahanol drefniadau argyfwng yn amrywio o ddelio â pheynnau amheus i gemegau'n gollwng. Gofynnir i chi ymgyfarwyddo â'r holl drefniadau argyfwng sy'n berthnasol i chi ac i'ch gwaith.

**Damweiniau, Digwyddiadau a Salwch:** Rhwch [wybod](#) am unrhyw ddamweiniau, digwyddiadau a salwch yn gysylltiedig â gwaith. Nid yn unig gall hynny atal digwyddiadau mwy difrifol yn y dyfodol, ond bydd yn ein galluogi hefyd i roi'r gefnogaeth angenrheidiol.

I roi gwybod am ddamwain/digwyddiad, hysbyswch eich rheolwr llinell ac/neu gydlynnydd/swyddog iechyd a diogelwch yn syth. Llenwch Ffurflen Damwain a Digwyddiad (ar gael ar wefan IaD) o fewn 7 niwrnod, ac anfon copi at IaD hefyd.

Os ceir digwyddiad difrifol, ffoniwch yr adran ddiogelwch ar **333** (ffôn / Timau).

**Diogelwch Rhag Tân:** Os dewch o hyd i dân, seiniwch y larwm agosaf. Peidiwch byth â cheisio diffodd tân.

Ar eich diwrnod cyntaf yn y gwaith gwnewch yn siŵr eich bod yn gwneud y canlynol:

- Ymgyfarwyddwch â'r holl lwybrau dianc rhag tân.
- Edrychwch i weld lle mae'r Mannau Lloches Diogel (os oes arnoch angen un)

**Emergency Procedures:** The University and most Colleges and Professional Services have various emergency procedures ranging from Suspect Packages to Chemical Spills. Please familiarise yourself with all emergency arrangements relevant to you and your work.

**Accidents, Incidents and Ill Health:** Please [report](#) all work related accidents, incidents and ill health. This could not only stop future, more serious incidents, but will enable us to provide the necessary support.

To report an accident/incident inform your Line Manager and/or H&S Coordinator/Officer immediately. Complete an Accident and Incident Form (available on the HS Website) within 7 days, with a copy also sent to HS.

In a serious incident, call Security on **333** (phone / Teams) immediately.

**Fire Safety:** If you discover a fire, raise the alarm by activating the closest call point. Never fight a fire.

On your first day at work make sure you:

- Familiarise yourself with all the Fire Exit routes.
- Locate (if you need one) the Safe Refuge Points (visit Disability Services or the [HS Website](#) for details).



**RHIFAU FFÔN DEFNYDDIOL /  
USEFUL PHONE NUMBERS:**  
Argyfwng / Security - 2795 / 333  
IaD / H&S – 3847  
GC / CS – 2775 / 2783

(i gael manylion ewch i Wasanaeth Anabledd neu [wefan IaD](#)).

- Gwybod sut i seinio'r larwm tân.
- Cofiwch y rhif argyfwng **333** (ffôn / Timau) a'i ffonio os dewch ar draws tân neu sefyllfa beryglus.
- Gwybod a deall beth yw trefn gwagio'r adeilad pe bai tân (gweler Hysbysiad Ymateb Tân).

Cofiwch gydweithredu ag unrhyw ymarfer tân gan eu bod yn cael eu cynnal er eich lles chi, a pheidwch byth â storio deunyddiau yng ngwaelod grisiau neu ar goridau - rhain yw eich ffordd allan mewn argyfwng a rhaid iddynt fod yn glir bob amser.

**Cymorth Cyntaf:** Ar eich diwrnod cyntaf holwch pwy yw eich swyddog cymorth cyntaf lleol a lle mae'r bocs cymorth cyntaf. Hefyd, mae'r holl staff diogelwch (**2795**) wedi cael hyfforddiant cymorth cyntaf - mae'r rhif argyfwng **333** yn mynd atynt hwy'n syth.

**Rhoi Gwybod am Bryderon Iechyd a Diogelwch:** Os ydych yn teimlo bod unrhyw beth o'i le o ran iechyd a diogelwch, rhowch wybod i'ch cydlynnydd/swyddog IaD lleol, i'r adran IaD neu i CS (fel bo'n briodol) e.e.:

- Diangfeydd tân wedi eu cau/ yn gyfyngedig.
- Pethau wedi'u storio'n flêr a allai achosi llithro, baglu neu syrthio.

- Know how to raise the fire alarm.
- Remember the emergency number **333** (phone / Teams) and call it if you discover a fire or dangerous situation.
- Know and understand the building's Fire Evacuation Procedure (see Fire Action Notice).

Finally cooperate with any fire drill as they are for your benefit and never store materials in stairwells or corridors - these are your way out in an emergency, so must be clear at all times.



**First Aid:** On your first day ask who your local First Aider is and where the First Aid Box is. In addition, all Security staff (**2795**) are First Aiders - the emergency call **333** transfers direct to them.

**Reporting Health and Safety Concerns:** Report anything you feel is wrong health and safety wise to your local H&S Co-ordinator/Officer, HS or CS (as appropriate) e.g.:

- Obstructed fire escapes.
- Untidy storage, causing slips, trips, falls.
- Unsafe contractors.
- Damage to steps, lights etc.





RHIFAU FFÔN DEFNYDDIOL /  
USEFUL PHONE NUMBERS:  
Argyfwng / Security - 2795 / 333  
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- Contractwyr yn gweithio'n annïogel.
- Difrod i risiau, goleuadau etc.

**Cynrychiolwyr Diogelwch:** Os ydych yn aelod o undeb llafur e.e. Unsain, UNITE, UCU bydd gennych eich Cynrychiolydd Diogelwch eich hun i drafod pryderon ag ef/â hi.

Fodd bynnag, hyd yn oed os nad ydych yn aelod o undeb, mae undebau llafur Bangor wedi cytuno i'ch cynrychioli ar faterion IaD, ac felly hefyd gynrychiolwyr staff cyffredinol. Mae manylion am undebau i'w cael ar wefan Adnoddau Dynol.

**Rhagor o Wybodaeth:** Mae gwybodaeth bellach ar y pynciau a gaiff sylw yma, a chopi o'r Llawlyfr IaD hwn, i'w cael ar Wefan IaD:

[bangor.ac.uk/hss](http://bangor.ac.uk/hss)

Yn ogystal, mae gwefan yr Awdurdod Gweithredol Iechyd a Diogelwch (HSE) yn rhoi canllawiau ar nifer o bynciau iechyd a diogelwch:

[www.hse.gov.uk](http://www.hse.gov.uk)

Bydd gan eich Coleg, Ysgol neu Wasanaeth Proffesiynol hefyd eu polisiau, gweithdrefnau a chyngor penodol eu hunain. Ymgylfarwyddwch â'r rhain os gwelwch yn dda a **gofynnwch os nad ydych yn deall unrhyw beth neu os oes gennych bryderon ynghylch rhywbeth.** Mae'r Fewnrwyd yn lle da i ddechrau:

[my.bangor.ac.uk](http://my.bangor.ac.uk)

**Safety Representatives:** If you belong to a Trade Union e.g. Unison, UNITE, UCU you will have your own Safety Representative to discuss concerns with.

However, even if not a Union member, Bangor Trades Unions have agreed to represent you on H&S matters, as will general Staff Representatives. Details of Unions can be found on the HR Website.

**Further Information:** Further information on any of the subjects covered and a copy of this H&S Handbook can be found on the H&S Website:

[bangor.ac.uk/hss](http://bangor.ac.uk/hss)

In addition, the Health and Safety Executive (HSE) Website provides guidance on a range of health and safety topics:

[www.hse.gov.uk](http://www.hse.gov.uk)

Your College, School or Professional Service will also have its own policies, procedures and sources of advice. Please familiarise yourself with these **and ask if you do not understand or have concerns about anything.**

The Intranet is a good place to start:

[my.bangor.ac.uk](http://my.bangor.ac.uk)

# Cyfraith Iechyd a Diogelwch

Beth sydd angen i chi ei wybod



Mae hon yn fersiwn  
we-gyfeillgar o daflen  
ISBN 978 0 7176 6501 3  
a gyhoeddwyd 04/09

Mae gan bob gweithiwr hawl sylfaenol i weithio mewn amgylchedd lle mae risgiau i iechyd a diogelwch yn cael eu rheoli'n gywir. Mae Iechyd a Diogelwch yn ymwneud ag atal rhywun rhag cael ei anafu yn y gwaith neu fynd yn sâl o ganlyniad i'r gwaith. Cyfrifoldeb eich cyflogwr yw iechyd a diogelwch, ond rhaid i chi helpu.

## Beth mae'n rhaid i gyflogwyr ei wneud i chi

- 1 Penderfynu beth allai fod yn niweidiol i chi yn eich swydd a'r camau i'w cymryd i'w atal. Mae hyn yn rhan o'r asesiad risg.
- 2 Esbonio'n glir sut y gellir rheoli risgiau a dweud wrthyhch pwy sy'n gyfrifol am hyn.
- 3 Ymgynghori a gweithio gyda chi a'ch cynrychiolwyr iechyd a diogelwch i ddiogelu pawb rhag niwed yn y gweithle.
- 4 Rhoi'r hyfforddiant iechyd a diogelwch sydd ei angen arnoch i wneud eich swydd, yn rhad ac am ddim.
- 5 Darparu unrhyw gyfarpar a dillad diogelwch sydd eu hangen arnoch, yn rhad ac am ddim, a gofalu amdanynt.
- 6 Darparu toiledau, cyfleusterau ymolchi a dŵr yfed.
- 7 Darparu cyfleusterau cymorth cyntaf digonol.
- 8 Hysbysu ein Canolfan Cyswilt Digwyddiadau ar **0845 300 9923** am unrhyw anafiadau mawr a marwolaethau. Hysbysu **www.hse.gov.uk** ar lein am anafiadau eraill, afiechydon a digwyddiadau peryglus.
- 9 Cael yswiriant rhag ofn i chi gael anaf yn y gwaith neu fynd yn sâl o ganlyniad iddo. Arddangos copi caled neu electronig o'r dystysgrif yswiriant gyfredol mewn lle amlwg.
- 10 Cydweithio â chyflogwyr a chontractwyr eraill sy'n rhannu'r gweithle neu sy'n darparu gweithwyr (fel gweithwyr asiantaeth), er mwyn diogelu iechyd a diogelwch pawb.

## Beth sy'n rhaid i chi ei wneud

- 1 Dilyn yr hyfforddiant a gawsoch wrth ddefnyddio unrhyw eitemau gwaith a roddwyd i chi gan eich cyflogwr.
- 2 Cymryd gofal rhesymol o'ch iechyd a'ch diogelwch chi eich hun ac eraill.
- 3 Cydweithredu â'ch cyflogwr ar faterion iechyd a diogelwch.
- 4 Rhoi gwybod i rywun (eich cyflogwr, goruchwylydd neu gynrychiolydd iechyd a diogelwch) os credwch fod y gwaith neu ragofalon annigonol yn peryglu iechyd a diogelwch unrhyw un.

# Health and Safety Law

## What you need to know



This is a web-friendly  
version of leaflet  
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All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

### What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report major injuries and fatalities at work to our Incident Contact Centre: **0845 300 9923**. Report other injuries, diseases and dangerous incidents online at [www.hse.gov.uk](http://www.hse.gov.uk).
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

### What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

## Os oes problem

- 1 Os ydych yn gofidio am iechyd a diogelwch yn eich gweithle, siaradwch â'ch cyflogwr, goruchwylydd, neu gynrychiolydd iechyd a diogelwch.
- 2 Gallwch hefyd edrych ar ein gwefan am wybodaeth gyffredinol am iechyd a diogelwch yn y gwaith.
- 3 Os ydych yn dal i ofidio ar ôl siarad â'ch cyflogwr, gallwch gael cyfeiriad eich awdurdod gorfodi iechyd a diogelwch lleol a'r Gwasanaeth Cyngtori Meddygol ar Gyflogaeth drwy wefan Yr Awdurdod Gweithredol Iechyd a Diogelwch, sef **[www.hse.gov.uk](http://www.hse.gov.uk)**

## Diogelwch tân

Gallwch gael cyngor am ddiogelwch tân gan y Gwasanaethau Tân ac Achub neu eich swyddog tân yn y gweithle.

## Hawliau cyflogaeth

Cewch wybod rhagor am eich hawliau cyflogaeth yn **[www.gov.uk](http://www.gov.uk)**.

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## If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: **[www.hse.gov.uk](http://www.hse.gov.uk)**.

## Fire safety

You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

## Employment rights

Find out more about your employment rights at **[www.gov.uk](http://www.gov.uk)**.