 Date of Issue

School/Function Name

Unit name goes here

Health and Safety Code

.

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# Guidance Notes for use

# This section can be deleted before issuing.

Heads of School / Function are required to produce a local code for their areas of responsibility. This document can be used as general health and safety guidance for all staff, to provide health and safety induction of new staff or when re-inducting staff who have been absent from the workplace for extended periods such as maternity, sabbatical or extended sick leave.

Text in red and within brackets should be amended, or deleted, as appropriate to the Unit/Department/School/Service. You can add any locally appropriate sections as you feel are necessary to sufficiently manage the specific hazards and risks in your School or Function.

Text in black should generally be retained but this can be adjusted if local circumstances dictate that alternative guidance is necessary. Please speak to your Liaison Advisor in Health and Safety Services

# Summary

This Health & Safety Code sets out health and safety procedures for the staff of [name of School/ Function], located in [name of buildings to which the code refers] at [name of campus].

[Name of unit] aims for [continuous improvement in its activities, for the benefit of team members, and others who may be affected by our activities. We aim to ensure that: (Amend to fit with local objectives)

* Risks to the health and safety of staff [and students/ contractors/ visitors as appropriate] are identified and reduced as far as reasonably practicable
* Staff and students are trained and competent to work safely
* Risk management is integrated into normal operations
* High standards of health and safety are promoted
* Regulations, local rules and safe working procedures are observed.

This code supplements the University H&S arrangements, which are set out in the University Health and Safety Policy and Safety Codes of Practice published by Health & Safety Services (H&SS). These are available on the Health and Safety Services web site <http://www.reading.ac.uk/internal/health-and-safety/hs-home-2.aspx> . [This code is supported by local rules and safe working procedures, available at ….. ] (include this where more in-depth local rules are required e.g. labs, fieldwork etc)

# arrangements

(Insert organogram if helpful)

## Health and safety responsibilities

### Head of School / Function

The [title] has day-to-day responsibility for the health and safety of members of [name of School/Service/Unit]. This includes:

* Providing leadership and setting a good example for others to follow
* Identifying who is in responsible for managing significant School /Function activities and work areas.
* Ensuring risks to which staff and others might be exposed are risk assessed and that specific attention is given to any vulnerable staff / students / contractors who may be at additional risk due to e.g. long-term health conditions, maternity, young workers, disabilities or unfamiliarity with the workplace.
* Ensuring staff are provided with information, instruction and training on risks to their health and safety and the safe working procedures that they must follow
* Ensuring that effective emergency arrangements are in place
* Ensuring that contractors and visitors are provided with information to help them stay safe on University premises
* Ensuring that health and safety equipment and Personal Protective Equipment (PPE) is provided where appropriate and used by staff and students as necessary
* Reporting and investigating accidents and incidents so that lessons can be learnt and shared
* Inspecting the local workplace to identify and remove hazards and challenge any unsafe behaviour
* Consulting and communicating with staff and students on matters affecting their health and safety
* Monitoring and reviewing risk assessments, health and safety procedures and performance, acting upon the outcomes or reviews, audits and risk assessments, and keeping records of actions taken.

### Staff [and students]

Staff and students are responsible for their own health and safety, and ensuring that others are not put at risk by anything you do, or fail to do, at work. They must:

* Comply with all local H&S procedures
* Report any accidents, symptoms of work-related ill health, damage to the building or equipment, near misses (that might have resulted in injury or damage), and other health and safety hazards, promptly to [insert name of local contact]
* Set a good example of health and safety awareness and personal responsibility for others, in particular students, to follow.

Staff and students are required to notify their supervisor/manager if they have concerns about their health and safety or that of others. They are requested to discuss with their manager/supervisor if they have any special needs, such as requiring assistance to evacuate a building in the event of an emergency.

Safety should be on the agenda of staff and staff/student meetings. If staff/students believe any safety or health issues are being missed, speak to or email your local Health & Safety Co-ordinator, to the Health & Safety Services Office in Estates building (ext. 8888; safety@reading.ac.uk), or a Trade Union or staff safety representative.

### Health and Safety Co-ordinator (HSC)

The Health and Safety Co-ordinator is appointed to provide direct H&S support to the Head of School/Function and on their behalf to coordinate the day to day health and safety arrangements for staff and visitors within [School/Function] including (add/delete as appropriate):-

* Ensuring all School/Function incidents (including near misses) are notified via the online reporting form.
* Investigating incidents and communicating findings to Head of School/Function
* Attending relevant local Health & Safety Committees
* Liaising with the Building Support Officer, or equivalent, to ensure that first aiders, fire wardens and evacuation officers are appointed, with posters displaying who they are, and that first aid facilities (e.g. first aid boxes) are provided
* Maintaining any first aid boxes in School / Function areas of responsibility and vehicles
* Ensuring PAT testing is organised for relevant electrical equipment on the School / Function asset list and any other relevant electrical equipment used by staff in work areas or store rooms under School / Function control.

If your manager/supervisor is unable to help, contact your HSC.

The HSC(s) within the School/Service are:

• Insert names and contact details here, or include as an Appendix

### Building Support Officer (BSO)

A member of Campus Services is appointed to liaise with building occupants to co-ordinate fire safety and first aid provision throughout the building and acts as the main point of contact for shared areas of the building for repairs, refurbishments and building maintenance.

Building Support Officer is:

• Insert names and contact details here, or include as an Appendix

### Managers and Heads of Research Groups/Principal Investigators

Managers/Heads of Research Groups and Principal Investigators are responsible for the work carried out in the areas/projects under their control. This involves ensuring that risk assessments have been completed, suitable control measures are in place before work is carried out, the working environment is safe, and staff and students have been appropriately trained and are competent to carry out the planned work. Managers and research leaders are expected to set a good personal example and encourage safe behaviour.

### Laboratory Managers

Laboratory managers, where appointed, are responsible for health and safety in the laboratory areas/activities for which they have control.

[Add specific duties/local arrangements as appropriate to the School or refer to a separate Code for laboratories e.g. Radiation Protection Supervisors, Laser Safety Supervisor, N2 decanter etc.]

## 2.2. Consultation and communication with staff [and students]

Health, safety and welfare is a standing item on the agenda of [School / Function] team meetings. If you have any concerns, please alert the Head of [School / Function] as soon as possible so that the issue can be discussed and remedied or, where appropriate, escalated to the local or University health and safety committee.

## 2.3. Monitoring health and safety

Health and safety performance is monitored on an ongoing basis and reviewed at least annually through reviews of risk assessments, accident, ill health and incident records, workplace and equipment inspections, School annual reviews of performance and objectives and staff 1:2:1 and PDR discussions. Any necessary action will be taken to improve overall health and safety performance. Staff are encouraged to report any areas where they think improvements can be made.

# Emergencies and first aid

## Fire emergency procedures

|  |  |
| --- | --- |
|  | A continuous tone (normally a siren or voice alarm from the fire alarm must always be regarded as a genuine emergency - the building must be evacuated immediately by means of the nearest, safe and available fire exit. |

|  |
| --- |
| If a fire or other emergency occurs: |
| • Sound the fire alarm at the nearest fire alarm call point: |
| • Summon the fire service using a phone in a safe location:  Dial 0-999 from an internal phone  or dial 999 from a mobile phone |
| • State service required (fire/ambulance/police) and give your location as:  [“Insert name of building”] |
| • Give your name and telephone number and any information about the emergency. |
| • Then dial Extn. 6300 from any internal phone to alert University Security Control (0118 378 6300 from a mobile phone)  OR at Greenlands, Dial 2000 to advise Reception or the Duty Manager |

**Fire Evacuation Procedure:**

**If you discover a fire, you must:**

* if safe to do so, close the door of the room
* raise the alarm using the nearest fire alarm call point
* phone the emergency services using the nearest telephone (**0-999** on an internal University phone, or **999** on a mobile phone) OR
* phone Security Services Emergency Control on **Extn. 6300 (0118 378 6300** on a mobile)
* evacuate the building using the nearest fire exit and report to the assembly point

**Only attempt to put the fire out if it is safe to do so. If you call the emergency services on 0-999, you must inform Security Services Control of this so that Security can help to direct the emergency services.**

**On hearing a continuous alarm you must:**

* evacuate the building as quickly as possible, using the nearest safe exit. Lifts must not be used (unless they are clearly marked as suitable for the evacuation of disabled people; they should then only be used for the evacuation of disabled people)
* ensure that staff/students/visitors who need assistance are escorted to a Refuge Area or out of the building
* close all doors and windows in the area before leaving but not if this will endanger yourself
* in workshop and laboratories, make the area safe if possible
* report to the Fire Warden at your designated assembly point[insert location of assembly point or refer to map of building],
* **do not re-enter the building or leave the assembly point** until advised by the Emergency Services or Evacuation Officer that you can do so

If you are likely to need assistance to evacuate in the event of a fire or other emergency please make this known to your School/Department at the time that you join the University. You will be asked to contribute to a Personal Emergency Evacuation Plan (PEEP) that will apply in your place of work/study.

## General fire safety

You must familiarise yourself with the fire procedures for your normal place of work and any other buildings that you visit regularly. This is particularly important if you are in charge of a lecture or class. Read the fire notices that are posted in each building and centrally booked rooms.

You must know:

* What the local alarm sounds like
* Your nearest evacuation route
* The location of the assembly point

**If you are in charge of a meeting, lecture or training course in a centrally booked room, you are responsible for making sure that the room is evacuated, the door is closed, and all persons are told to go to the Assembly Point. You should inform the group of the procedures at the start of the meeting/training session/term. Out of hours, a lecturer/event organiser/leader may need to act as Evacuation Officer and report to the Fire Service.**

### Evacuation/fire drills

Evacuation drills are held at least twice per annum. The full co-operation of all building occupants is mandatory. You must leave the building immediately on hearing the alarm and assemble at the assembly point.

Fire alarm testing (denoted by short bursts of the alarm), to check that the system is working and to ensure that occupants know what the alarm sounds like, is publicised by notices posted [insert location of notices, normally the main building entrance]. Fire alarm tests normally take place at a standard time/day each week to avoid confusion with a full evacuation drill. You do not need to evacuate for such tests.

The fire alarm in [Building] is tested weekly/monthly at ……. am/pm on a …..day. No action is required UNLESS the alarm sounds for longer than 30 seconds. If the alarm sounds for more than 30 seconds, you must assume there is a fire, and evacuate.

### Fire prevention and awareness

All staff are responsible for fire safety. Please:

* Keep fire doors closed unless held open by magnets linked to the fire alarms. Your escape may depend on the fire doors stopping smoke and flame spreading to, or along, the main corridors
* Keep Emergency Exit Routes clear of equipment, furniture and rubbish at all times
* Ensure equipment is regularly inspected and maintained
* Report faulty electrical equipment and wiring to (Insert job role / contact details), and DO NOT USE
* Do not overload electrical sockets or extension leads
* Only use portable oil filled heaters approved by the University
* Follow the ‘no smoking’ policy
* Do not place liquids on electrical equipment
* Do not leave cookers, microwave ovens and toasters unattended whilst in use
* Switch off equipment at the end of the day, unless it is required for 24 hour operation
* Do not obscure the vision panels of rooms or on corridor doors
* Do not obstruct ventilation outlets
* Take precautions to minimise the risk of arson, put rubbish in the appropriate skip, and do not leave combustibles next to the building
* Use, store and dispose of flammable liquids and LPG cylinders safely. All flammables not required for immediate use must be stored in an external flammables store
* Report any fire hazards to your manager/supervisor, Health & Safety Co-ordinator or Building Support Officer.

## First aid, injury or sudden illness

|  |  |
| --- | --- |
|  | Where an emergency ambulance is required you should:   * Summon an ambulance (Dial 999 for the emergency services). * YOU MUST then inform University Security (Extn 6300, 0118 378 6300, or extn 2000 at Greenlands) that an ambulance has been called * Send a member of the staff to direct the ambulance to the incident location * Obtain assistance from a First Aider or by contacting University Security [x6300 or at Greenlands dial 2000] |

The names and contact details of First Aiders are listed on local H&S noticeboards and/or posters in all buildings.

Each campus has a number of Automatic External Defibrillators (AEDs) at strategic locations round campus. You may be asked to fetch one to assist a first aider – please make yourself familiar with where your nearest AED can be found. A location map is published on the H&SS web site at <https://www.reading.ac.uk/health-safety-services/emergency-procedures-and-contacts/first-aid/automated-external-defibrillator>

The local Accident and Emergency Unit for the Whiteknights, London Road and Greenlands campuses is located at:

|  |  |
| --- | --- |
| **Royal Berkshire NHS Foundation Trust Centre Block London Road Reading RG1 5AN** | |
| Other medical services available in the local area(s) may be more appropriate if medical attention is required for a non-life threatening condition. These are available at: | |
| **Reading Walk-in Health Centre,**  **1st Floor**  **103 Broad Street Mall**  **Reading,**  **Berks,**  **RG1 7QA** | **Minor Injury Unit**  **Henley (Townlands) Community Hospital**  **York Road**  **Henley-on-Thames**  **Oxon**  **RG9 2EB** |

You can also use the NHS Helpline telephone number, 111. You are advised to call 111 if:

* You are unsure and would like medical help, but it is not an emergency
* You think you or someone else needs to go to A&E or another NHS urgent care service
* You don’t know who to call for medical help or you don’t have a General Practitioner (GP or local doctor) to call
* You require health information or reassurance about what to do next

A first aid kit is kept in [insert location(s)]. There is a rest room with First Aid supplies available at [insert location].

You should report all injuries and illness using the Health & Safety services on-line incident reporting form (available on the H&SS web site home page).

If you use of any first aid supplies, please notify [insert name, title] so that they can be replenished.

**Shock is present in ALL cases of accident; AIR, REST, WARMTH and REASSURANCE are essential.**

## Reporting accidents and incidents

If you experience any injury, work-related ill health, accident or near miss incident , no matter how minor or apparently trivial, you must report it using the University on-line incident reporting system on the University web Health & Safety Services home page ([Report an incident on-line](http://www.reading.ac.uk/internal/health-and-safety/IncidentReportingandEmergencyProcedures/Report_an_Incident_online.aspx)). H&SS will distribute it to the appropriate person for investigation and follow-up. You should also bring the incident to the attention of [insert name or title as appropriate e.g. your local Health and Safety Co-ordinator].

It is particularly important that you report all injuries and work-related ill health that lead to time off work or that require more than local first aid treatment, i.e. treatment at the Accident and Emergency Unit, or treatment by your General Practitioner (GP), etc. These must be reported immediately. Enlist the help of a relative or friend if you are unable to do this yourself – ask them to phone [insert name or title as appropriate e.g. your manager, your local Health and Safety Co-ordinator].

# What you need to know to stay safe and healthy at work

Through reading this guidance, local and University (People Development) induction procedures, attendance at formal university training courses and training on-the-job you should be provided with sufficient health and safety information, instruction and training to ensure that you know how to stay safe and healthy at work and maintain a safe working environment for yourself and others.

## Risk assessment

The person responsible for the work task or area should carry out the necessary risk assessment(s). Risk assessments are undertaken by [insert name and/or title]. Copies of risk assessments can be downloaded from [insert file location.].

The main hazards associated with working in [insert name of School/Service/Unit] are (amend as appropriate):

* Fire
* Use of Display Screen Equipment (computers and workstations)
* Slips trips and falls in and around the office and campus
* Driving on and off campus
* Work related stress
* Lone working in the office and during site visits
* Manual handling of office supplies
* Risk of injury from faulty portable electrical appliances
* Hazardous substances, equipment or machinery

## Training

Training will take the form of:

* induction training on recruitment
* training when new tasks and equipment are introduced
* refresher training where necessary to update skills and knowledge
* on-the-job training and development in accordance with staff development plans and as opportunities present themselves.

As a minimum, the following training is mandatory for all [Name of School/Service/Unit] staff:

* Induction, including:
  + Emergency procedures
  + Fire prevention and awareness
* Task-specific training as required by legislation, risk assessment or University policy (e.g. working with Display Screen Equipment; manual handling; food hygiene; portable appliance testing; asbestos awareness; COSHH)
* Task-specific on-the-job training as identified by risk assessment (e.g. safe use of work equipment).
* Identify any other local mandatory training within the School, or insert a cross reference to the information

|  |
| --- |
| **New staff must view the** [**Health & Safety Services Fire Safety film**](http://www.reading.ac.uk/internal/health-and-safety/hs-training/TrainingCourseDetails/hs-training-firesafetyfilm.aspx) **, available on-line at:**  [**http://www.reading.ac.uk/internal/health-and-safety/hs-training/TrainingCourseDetails/hs-training-firesafetyfilm.aspx**](http://www.reading.ac.uk/internal/health-and-safety/hs-training/TrainingCourseDetails/hs-training-firesafetyfilm.aspx) |

Attendance at the University (People Development) induction course is recommended for all new staff. Other training needs will be identified by School / Function training needs matrix, risk assessment and in 1:2:1 and PDR discussions between you and your manager/supervisor.

## Information

The H&SS web site contains details of the University’s health and safety policy and procedures, in the form of Safety Codes of Practice, Safety Notes, and web pages. This has essential information for all staff.

A Health & Safety Notice board is provided [insert locations, or say “in each building”]. School/Service information is available at [insert details of shared drives, Blackboard, SharePoint etc].

## Occupational Health

Occupational Health services for staff are provided by the University’s Occupational Health Adviser. If you have a health problem that is work related or that may be affected by work, you or your manager may seek a referral to Occupational Health. Your manager will arrange the referral. If you are unable to discuss your health issue with your manager, you should contact your HR partner or Health & Safety Services for assistance. All appointments must be pre-booked. Your appointment will normally be at Occupational Health, Room 117, JJ Thomson Building, Whiteknights or via telephone / Teams as appropriate.

Services provided include assessments and routine health surveillance for:

|  |  |
| --- | --- |
| * + Work related illness   + Review of long term sickness   + Expectant and new mothers   + Using hazardous biological agents   + Exposure to other substances hazardous to health (e.g. dust, allergens, respiratory sensitisers, toxic fumes etc.) | * + Genetic Modification workers   + Returning to work after illness   + Night work   + Early retirement on health grounds   + Vaccinations needed for work |

For more information, see the Occupational Health pages of the H&SS web site.

Depending on the type of work you do, and the hazards to which you may be exposed, you may have regular health surveillance i.e. checks to make sure that you are not adversely affected by the work environment. This would apply to work with some hazardous substances such as hazardous microorganisms, human samples, animals, some dusts and chemicals, and if you are routinely are exposed to high noise levels or use tools that cause hand arm vibration.

## Wellbeing

### Work related stress

The University has a duty to identify and reduce work-related stress as far as is reasonably practicable. If you feel that work or other issues are causing you stress, please discuss any concerns in confidence with your manager. If you feel unable to do so, services available through the University include:

* Employee Assistance Programme provided by Confidential Care (helpline telephone 0800 085 1376). By email: [assist@cic-eap.co.uk](mailto:assist@cic-eap.co.uk) . By the Live Chat facility on the Well Online portal (between 9.00 and 17.00 pm Monday to Friday)
* Recourse (provide 24 hour advice and information to staff, [www.recourse.org.uk](http://www.recourse.org.uk) )
* Human Resources
* Occupational Health
* The Counselling Service (students only)

Further information is given on the Human Resources web site under Health & Wellbeing.

The University also provides stress management workshops and seminars through People Development that you may attend. More information is provided on the HR Supporting staff pages of the Website: Supporting you.

There are also volunteer contacts available such as university Harassment Counsellors and Well Being Representatives whom you can approach in confidence to discuss issues. See Wellbeing at Work pages on HR web pages.

### Protection of new or expectant mothers

Where employees include women of child-bearing age, risk assessments will be reviewed to take account of any factors which might, by reason of her condition, affect a new or expectant mother, i.e. the mother, her unborn child or the child of a woman who is still breast feeding. Such factors include infection risks, heavy lifting and work with ionising radiation (e.g. X Rays).

If risks cannot be avoided by other means then working conditions and/or hours of work may be temporarily adjusted , or suitable alternative work may be offered.

Further information is available in the University Safety Code of Practice 57 on the H&SS website.

## Work outside normal office hours

SWIPECARDS FOR ENTRY TO THE BUILDING ARE ONLY ISSUED FOLLOWING A HEALTH AND SAFETY INDUCTION

Normal office hours in the [insert name of building(s) or School / Function] are [insert normal working hours e.g. 0730 to 1800] excluding Bank Holidays and days when the University is closed. Other times are “outside” normal hours. Staff are allowed to work outside normal hours periods on low risk work (see safety Code of Practice 07 on H&SS webpage for examples). If higher hazard/risk work is contemplated then it must not be conducted alone and a specific risk assessment must be undertaken to ensure that the work can be carried out safely. The minimum requirement is that during the work someone known to you is within immediate calling distance in case of an emergency, that effective emergency arrangements are part of the risk assessment and that any special assistance that may be required is available e.g. trained first aider.

If those working out of normal working hours have a disability or relevant medical condition, then the risk assessment needs to reflect whether any reasonable adjustments usually in place remain feasible and Personal Emergency Evacuation Plans (PEEP) should be reviewed.

If your building operates a sign-in system, and you are in the office outside normal hours you must sign-in and sign-out in the “Building Occupants Register” located in [insert location(s)] Entry outside normal hours requires a swipe card [with PIN number] and can be gained via [insert entrance details]. It is also good practice to notify Security that you are working alone in the building, especially at weekends, and to advise them when you are leaving. If no sign-in / sign-out system is available then a call-in / call-out system must be made available to ensure someone is aware that you are lone working and where you plan to be, and when you have safely left the building.

Outside normal hours, do not admit anyone into the building whom you do not personally know to have a right to be there out of hours. If anyone that you cannot vouch for asks you to admit them, contact the Security Emergency Control by phone (extn. 7799) for advice.

## Electrical equipment

All mains powered portable electrical equipment is inspected and tested (PAT test) at regular intervals (as specified in University Safety Code of Practice 12) by a competent contractor or nominated staff. Equipment that is not within test date - see label on equipment - must not be used. New equipment will be tested at the next annual round of testing.

Before using electrical appliances, you should carry out a visual check to identify any obvious deficiencies. Under no circumstances should you use equipment if you have any doubts about its electrical safety. Any faults with electrical equipment should be reported to [insert name or title e.g. H&SC].

If you bring in any personal electrical equipment in from home e.g. radio, it MUST be PAT tested before use.

Toasters are not permitted in any kitchen/room that is equipped with automatic smoke detection, and are discouraged in other locations.

Only approved oil filled portable heaters are permitted. These must be purchased in accordance with Procurement procedures, or obtained on loan from Estates. The use of personally owned heaters is NOT permitted. Radiant heaters i.e. with exposed heating bars or elements, convectors and electric fan heaters are NOT allowed. Portable heaters must not be used on escape routes.

‘Cuboid’ electrical adaptors must not be used. For further information on the use of electrical extensions please see safety note 52 on the H&SS webpages.

## Display screen equipment (DSE)

[Insert suitable description of groups of staff who are regarded as DSE users e.g. all staff; or all those who use a PC for more than an hour a day; or only those staff who are allocated a PC….] are regarded as DSE “Users”. As such, staff are entitled to a free eye and eyesight test on request and thereafter at intervals prescribed by their optician. Further details are given in Safety Code of Practice 13 Display Screen Equipmenton H&SS webpages.

DSE workstation assessments and training will be undertaken using Cardinus Workstation Plus system. Any actions identified in the workstation assessment must be actioned by the user. Where they cannot complete the action they must contact their local DSE Assessor or line manager. The assessments will be reviewed whenever any significant changes occur, or every three years. You should always adjust any workstation to suit your particular seating and comfort requirements. You must not work for excessive periods without a change in work activity or appropriate rest period. Guidance on setting up your DSE workstation is available in Safety Code of Practice 13 and the leaflet ‘Good DSE Practice’.

If you experience health problems that may be due to DSE work, you must report this to your manager/supervisor as soon as possible.

## Manual handling

Manual handling operations should be risk assessed and hazardous manual handling avoided or the risk reduced so far as reasonably practicable. Manual handling includes the lifting, lowering, pushing or pulling of any object. To reduce the risk, try to have goods delivered to the point of use and whenever practicable left at “work surface height” - not on the floor which will entail bending down to re-lift the object. Trolleys are available [identify where] to move heavy or unwieldy items. [Retain or delete as appropriate; the building lift should be used when heavy items have to be moved between building floor levels].

Guidance on safe lifting is available in the form of the University leaflet ‘Good Manual handling practice’. If you regularly undertake lifting and carrying, you should attend manual handling training arranged by H&SS. Where appropriate you must obtain additional training in manual handling risk assessment. Further guidance can be found in safety code of practice 37 on the H&SS webpages.

## Work off campus

The work of [insert name of School / Function] may involve visiting other University campuses/sites or working away from campus. Some work visits may involve relatively isolated areas or potentially hazardous sites or visits.

You must:

* Tell a colleague of your intended whereabouts and envisaged duration of the visit before departure and organise check-in / check-out arrangements.
* Leave a contact telephone number of a site contact whenever possible and take a mobile phone (make sure staff on campus have the number in case you need to be contacted).
* If you are travelling to directly from home to the off-campus location, and returning to home without travelling via your normal place of work, ensure a trusted contact is aware of the time to expect you home and knows who to contact at the University in case of emergency.
* Follow local health and safety rules and policies for the site/organisation that you are visiting.

Checks may be conducted if you do not return as scheduled. If you feel that the risks you may encounter warrant accompaniment then arrange for a second member of staff to go with you.

## Field work

Field work, from a safety perspective, includes field trips or courses, where individuals or groups visit sites not belonging to the University e.g. to collect specimens and/or data, carry out surveys or interviews, or visit places of interest.

Risks to health and safety when working off campus must be discussed with supervisors. In all cases, emergency procedures must be identified as part of the risk assessment process. . As a minimum this will include how to summon assistance (first aid, ill-health, vehicle breakdown, etc) and how to communicate with supervisors if appropriate. The names and contact details of all participants must be available within the School/Department/Unit, in case of emergency.

If lone working is unavoidable for postgraduates and staff, the risk assessment must specify any activities that must not be carried out alone. Procedures for reporting back to base (e.g. mobile phone to a colleague, Head of Department, University Emergency Control Centre) must be documented.

A member of staff responsible for field work that involves taking organised study groups of staff and students off campus for overnight visits must work in accordance with Safety Code of Practice 32.

The University insurance policy includes public liability during field trips. Where, however, students are told to meet at venues, the University policy will not cover travel to the venue.

## Vehicle and driver safety

All staff who use their private vehicles on University business must:

* ensure they have a full, valid driving licence
* ensure the vehicle is appropriately taxed, insured, has a current MOT certificate where applicable and is maintained in a safe and roadworthy condition
* ensure that their vehicle insurance policy covers use “in connection with his/her business or profession excluding commercial travelling”
* follow the requirements of the Highway Code and Road Traffic Act;
* never carry hazardous materials; and
* not use mobile phones while driving on University business. Even using hands free equipment is likely to distract your attention from the road. It is far safer not to use any telephone while you are driving - find a safe place to stop first.

Any requirements made by the University Insurance department with respect to the use of private vehicles and University vehicles must be followed. Note that special driver training/licensing requirements and checks must be met before driving a university owned or leased vehicle; towing a trailer; or driving students in connection with the work of the university. These requirements also apply where driving is a significant part of the job role, as defined in the job description or conditions of contract. Guidance is available in Safety Code of Practice 52 – Driving for Work Purposes (on H&SS web site).

Depending on the size and weight of the vehicle, only staff who have passed both a theory and practical test for minibus driving and/or have a D1 driving licence (see <https://www.gov.uk/driving-a-minibus> ) are permitted to drive a minibus belonging to the University or hired.. In the UK the minibus must display a Small Bus Permit. To drive elsewhere in Europe, drivers must have a full PSV licence.

## International travel

Safety Code of Practice 38 International Travel (H&SS Webpages) **MUST** be read, understood and followed. All overseas visits must be approved by the [Head of School/Function]. In locations where the UK Government (Foreign and Commonwealth Development Office - FCDO) advises AGAINST ALL TRAVEL, no travel on University business should take place unless it has been fully risk assessed and approved by both (Head of School / Function) and the Vice-Chancellor.

All travellers must complete the on-line travel form on the University insurance business travel pages . If they fail to do so, travel expenses may not be paid.

Travel insurance is provided for staff and students on business / study /placement travel under the University’s travel insurance policy . The policy may be invalidated if you travel to countries or parts of countries against FCDO advice, or where there are UK sanctions in place, if the correct notice periods and procedures are not followed (for current list of sanctioned countries see business travel pages). Allow plenty of time (minimum 21 days) to notify the Insurance team if you intend to travel to such countries.

Ensure you take policy details and emergency contact numbers with you and download the travel insurance App before you leave. UK citizens will need a European / Global Health Insurance Card EHIC / GHIC.

If you take regular medication (prescribed) please ensure you take an adequate stock when you travel overseas and check that it is legal to carry in the destination country before travel.

Further guidance is in Safety Code of Practice 38 and on the business travel web pages.

## Smoking

Smoking is forbidden in all University buildings and within 10 metres of buildings, except when walking by on a recognised footpath. Electronic cigarettes are included in this ban. If you smoke, you must dispose of smoking litter responsibly in the waste bins. Please DO NOT discard waste smoking materials outside building entrances.

## Alcohol, drugs and illness affecting safe work performance

Staff must not attend for work whilst suffering from the adverse effects of alcohol or drugs; or any illness that may affect safe work performance or the safety of others.

# Safety and environment on campus

## Kitchen/common room facilities

Facilities are available [insert location] for making tea/coffee etc. Please do your bit to keep the kitchen tidy.

## Building fabric & services

Any routine (non-urgent) building or services faults should be reported to the Estates Helpdesk online at <https://www.reading.ac.uk/estates/building-maintenance/report-a-problem> or by telephoning extn. 7000 or email [fm-help@reading.ac.uk](mailto:fm-help@reading.ac.uk) . For emergencies outside of office hours, please call the Security Office on 7799 (internal) or 0118 378 7799 (external). Call extension 7000 (internal) or 0118 378 7000 (external). The Help desk is open between 8:00am and 4.30pm - an answer phone service operates outside these times.

Staff must not interfere with building services or the fabric of the building without prior authorisation from Estates. If new services are required, such as a new electrical socket or shelving, the work must be authorised through Estates helpdesk, so that the safety of the work can be checked (e.g. for the presence of asbestos and other potential hazards). When staff, students or other building occupants plan to carry out any work which might disturb the fabric of the building and plan to use their own contractors to undertake this work, estates helpdesk must still be informed prior to work starting.

## Personal safety & security

Our campuses are attractive campus environments where we want you to feel welcome and safe. However crime can happen. Carefully check before going home, or leaving your office/workplace for long periods, that everything is safe and secure, i.e. electrical equipment turned off (except essential items), doors locked, windows closed, etc. When leaving your office, even for just a few minutes, you are advised to lock your door.

Report any signs of suspicious behaviour, attempted break-ins etc to the Security Control Centre (extn. 6300 or 7799).

If you are working late, try to park close to one of the building entrances so that you do not have to walk unnecessarily long distances back to your car in the dark. Be aware that Security Services at Whiteknights operate a Chaperone Service. This is a free service where any member of staff , student or visitor can book security to "watch over them". They can call security to book the service ,if they feel insecure at night when making their way back to their car or accommodation. For full details see Chaperone-service on the Security web site - [sec-chaperone-service (reading.ac.uk)](https://www.reading.ac.uk/estates/campus-services/security-services/staying-safe-and-secure/sec-chaperone-service)

More information on personal safety and security on campus is available on the Security Service’s web pages. This includes a downloadable guide to Staying Safe at Reading, as well as information about vehicle and bicycle security and our Campus Watch crime prevention scheme.

## Waste

### General waste

For general waste and recycling please refer to the University of Reading’s waste, resources and recycling pages at <https://sites.reading.ac.uk/sustainability/recycling/>

### Hazardous Waste (add a location or link to any local procedures here)

Waste is defined as hazardous if it contains materials or substances that are harmful to human health or the environment. [Safety Code of Practice 48: Hazardous Waste](https://www.reading.ac.uk/health-safety-services/-/media/project/functions/health-and-safety-services/documents/cop-48-hazardous-waste-sept-2012.pdf) provides information about what is defined as hazardous waste plus the correct management and disposal processes that need to be applied at the University of Reading.

* Hazardous waste must be labelled and segregated from non-hazardous waste and be stored securely without risk to human health and the environment.
* Hazardous waste must only be transferred to a University approved waste carrier who has the appropriate waste carriers licence.
* The waste hierarchy principles must be applied (where practicable) in order to minimise the quantities of hazardous waste generated
* Please read the [Safety Code of Practice 48: Hazardous Waste](https://www.reading.ac.uk/health-safety-services/-/media/project/functions/health-and-safety-services/documents/cop-48-hazardous-waste-sept-2012.pdf)  for more details on more specific procedures.

### Managing Stores

Refer to School Local Rules where appropriate for storage of hazardous items. (add location/link).

In general:

* Ensure you are using the correct type of store for the items being stored
* Undertake periodic housekeeping in stores including maintaining safe access and egress routes and adequate free floor space to move around safely.
* Ensure items are stored safely and correctly in accordance with manufacturers guidelines.
* Do not store heavier items at high levels
* Ensure warning signage is displayed where required and appropriate e.g. chemical / flammable items.
* Procure only what is needed
* Do not allow waste to accumulate unnecessarily
* Keep stores locked when not in use and ensure robust key management systems are in place to prevent unauthorised entry.

## Road and footpath safety

The University has a Code of Behaviour for the use of campus paths and roads. In support of our sustainable transport policy we encourage cycling, walking and use of public transport to and from our campuses wherever possible. This means that our campuses are shared by pedestrians, cyclists and vehicles. To keep everyone safe, please be considerate towards other road and path users, and follow the simple guidance below about behaviour on campus, however you are travelling:

* Be aware of other campus users and alert to your surroundings
* Make sure you can be seen and/or heard
* Watch your speed
* Keep left on roads and paths, allow room for overtaking
* Share the space and stay safe

## The environment

The University is very proud of what it has achieved to improve its environmental performance. We do this by investing in environmentally conscious building design, energy efficiency measures, diverting waste from landfill, encouraging the use of sustainable transport and raising environmental awareness. Please take a few minutes to look at the Clean and Green web site and find out how you can help by saving energy, recycling your waste paper, plastic bottles, glass etc.

## Cleaning

For general enquiries, contact Cleaning Services on +44 (0)118 378 8415 or via email at [cleaning@reading.ac.uk](mailto:cleaning@reading.ac.uk) To request a job or to report a problem, please contact the Estates Help Desk: [Estates@reading.ac.uk](mailto:Estates@reading.ac.uk) +44 (0)118 378 7000.

## Children

We welcome visitors onto each of our campuses. However they are places of work and some of our buildings are not “child-friendly”. The University does not support or encourage the inappropriate attendance of children in the workplace. Permission must be obtained from the office manager if you wish to bring your children into the workplace e.g. for a social visit.

The parent or guardian must exercise control over any child visitors at all times while they are on university premises to ensure the safety of the child and to minimise disruption to others at work or study. Failure to do so may result in the parents/guardian and child having to leave the premises. It is not acceptable to consider bringing a child into work as an alternative to child care.

Children visiting laboratories and workshops is only permitted for educational purposes under controlled conditions.

## Animals

Animals (with the exception of assistance dogs e.g. guide dogs for the blind and hearing dogs) are not allowed in University buildings. Dogs must be kept on a lead when on campus.

## Events on campus

A risk assessment must be carried out and food safety precautions taken for all events, including social events. Larger events and those involving higher risk activities (including all barbecues) must be notified at least 21 days in advance as specified in Safety Code of Practice 33 and in the rules for BBQs – see the H&SS web site. Please complete the on-line event notification portal at <http://www.reading.ac.uk/internal/events-guide/evtg-event-approval.aspx>.

# Further Information & advice

Guidance on specific health and safety risks is available in the form of University Safety Codes of Practice and Safety Notes produced by Health and Safety Services. The H&SS website address is [http://www.reading.ac.uk/internal/health-and-safety/hs-home](http://www.reading.ac.uk/internal/health-and-safety/hs-home-2.aspx) . Further useful information can be found on the Health and Safety Executive’s (HSE) website ([www.hse.gov.uk](http://www.hse.gov.uk) ) and other websites accessed via the ‘[Useful Links’](https://www.reading.ac.uk/health-safety-services/topics/useful-links) page of the H&SS website.

Version control

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Keeper | Reviewed | Approved by | Approval date |
| 6 | H&S | Annually | M Simpson | July 2016 |
| 7 | H&S | 3 yearly | J McGrother | March 2023 |