

Student placements

Schools will be aware that work has been underway for some time to develop university guidance on managing student placements. H&SS are contributing to this, with particular emphasis on risk profiling.

It is important that students benefit from placements, whether in the UK or overseas, and that they stay safe while away from the University. In many cases, the placement will be in a low risk environment, such as an office, and a few basic paper-based checks of new placement providers will satisfy H&S requirements.

In a more limited number of cases, the student may need to be briefed on safety precautions – for example if the placement is overseas.

It is NOT a requirement that all placements need to be visited by a supervising tutor, although for academic as well as H&S reasons, communication arrangements should be in place. Visits may only be required where the type of work or location is high risk, and the University needs to be satisfied that the work will be well managed.

Look for university announcements later this summer about publication of the guidance on-line, as part of the University Placement Guidance.

Events on campus

The University hosts a huge range of events on campus, varying from the Queen's visit to Greenlands (25 June) to departmental BBQs and charity events. To make sure your event is a success, please follow the University rules for event approval and management.

Anyone (department, society, individual) wishing to organise an event should check if it needs prior university approval – see Safety Guide 33 on our web site. The requirement for approval is if the event will:

- Offer live or recorded music
- Sell alcohol (including if the ticket price covers this)
- Be for a large number of people (generally over 300)

- Be held in the grounds
- Involve higher risk activities, such as BBQs, inflatables, fairground equipment, erection of marquees etc.

The approval process is to ensure that your event will be managed safely, that it will not disturb your neighbours, and to check that the University will be able to provide you with support if you need it – such as security staff, extra cleaning etc. A check will also be made to ensure that your event doesn't clash with anything else, and that you have a Temporary Event Notice from the local council if you need it.

At least 28 days before your event, please email event.approval@reading.ac.uk with a copy of the event notification form (available on the University web pages at: <http://www.reading.ac.uk/internal/events-guide/evtg-getting-started.aspx>), or fill in the on-line form at <http://www.reading.ac.uk/internal/events-guide/evtg-event-approval.aspx>.

This will be circulated to H&SS, the Communications Office, FMD departments etc so that they can advise on any requirements. You will receive a co-ordinated response back within 7 days.

The email address for event approval is: event.approval@reading.ac.uk

The University Corporate Relations and Events Team will also be happy to provide you with advice, while Venue Reading (Conference Office) will provide accommodation and support services (catering etc).

Passenger lift safety

Following a second incident when a member of staff was stuck in a lift, all staff and students are reminded that only the lift engineer or the Fire Service are permitted to rescue people from broken-down lifts.

This is a reminder that if a lift fails, the correct procedure is to advise Security and ask them to call out the lift engineer. As a last resort, Security may call out the Fire and Rescue Service – but only if the person in the lift is unwell or very stressed by the situation. **No member of staff (or student) is authorised or trained to take independent action, and disciplinary action may be taken if this instruction is not followed.**

Hazardous waste guidance

Following on from an Internal Audit of hazardous waste, H&S Services are completing a new Hazardous Waste Code of Practice, which will be available later this year.

The Code will cover hazardous waste disposed of via disposal contractors and to effluent, including discharge from lab sinks. It will apply to all Schools and Directorates, since hazardous waste includes everyday items such as electronic equipment, paints, inks, oil, sharps etc as well as hazardous chemicals.

Discussions are being held with Campus Services and the University waste contractor, Select, to check that the new CoP and the services provided by Select are aligned, particularly with regard to colour coding of different waste streams.

Once the Code has been approved (in the autumn term), Schools will need to check that their local systems for waste disposal match the new Code, and that staff and students understand what they have to do to comply.

Any AHSC who wishes to see and comment on the draft before publication should contact Moira Simpson.

Research grant applications

A new "Grant Hazard Identification Checklist" is being developed for the science Schools. This is designed to be completed by principal investigators prior to submitting grants for Head of School approval.

The checklist aims to highlight the H&S and Environment Agency implications of proposed projects so that they can be considered before commitments to new work streams are made. This follows several examples where grant applications have been submitted without proper consideration of the facilities, authorisations or training requirements necessary to complete the work successfully.

Radiation and P2P

Purchase to Pay has been modified to include a check for the ordering of radioactive material, with orders of all radioisotopes requiring H&SS approval.

This is to try to ensure that no such materials are bought without the explicit approval of Health and Safety Services, so that we can ensure that permit conditions and limits are not breached. The default setting is 'no' so this should not impact on those of you who clearly do not purchase such materials.

New chemical labelling

Did you know that the signs used to mark chemicals and other hazardous substances are changing? By 2015, new white, red and black signs will have replaced the orange ones with which we are currently familiar. And the risk and safety phrases that can be found on labelling and in Safety Data Sheets are also changing.

New European legislation - the [Regulation on Classification, Labelling and Packaging of Substances and Mixtures](#) (CLP for short) introduces a new Global Harmonised System (GHS) for the classification and labelling of chemicals. In practice, for users, this means:

- New harmonised **warning** and **precautionary statements** for labels, which will replace the existing risk and safety phrases e.g. H320 – Causes eye irritation, or P102 – Keep out of reach of children.
- New or redesigned pictograms e.g.



Indicates less serious health hazards such as skin irritant.



Indicates serious longer term health hazards e.g. carcinogenicity or respiratory sensitisation



Indicates acute toxicity

It is important that anyone using hazardous substances understands the new system. More information is available on HSE's web site at <http://www.hse.gov.uk/ghs/implications.htm>.

New Safety Codes

The following new or substantially revised Safety Codes of Practice/Safety Notes will be published shortly:

- Safety Code 14 part 6 – Microbiological Safety Cabinets
- Safety Note 40 BBQs
- Safety Note 61 – Safe Storage of Chemicals
- Safety Note (#TBC) – Sharps, Splash & Needlestick Policy
- Genetic Modification risk assessment and project proposal forms have been updated

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