

Defibrillators on campus

We are pleased to announce that 14 Automatic External Defibrillators (AEDs) have been purchased for our Whiteknights, Greenlands and London Road campuses. These are being located at key locations on each campus and are available to first aiders.

AEDs are designed to be used in cases of life-threatening cardiac arrhythmias (dysfunctional or irregular heartbeat) which lead to cardiac arrest. The AED automatically diagnoses the heart rhythm and determines if an electric shock is needed. They require minimal training to use, but as they are often used in conjunction with resuscitation techniques, all University first aid courses now include training in the use of AEDs.



Look for the orange units, which are being installed at focal points in main buildings, such as reception desks or porter's lodges. A map of where they all are will be published on the H&SS web site as soon as all units have been installed.

Staff health & safety representatives

Following the derecognition of two unions who previously represented staff Grades 1 to 5, the University has agreed to move to a system of elected Staff Health & Safety representatives for these grades.

The University encourages the active participation of all staff in health and safety matters, and we have a legal duty to consult on health and safety. It has been agreed that elected staff representatives should represent Grade 1 to 5 staff on the University Health & Safety Committee. This will be in addition to the current UCU trade union representation.

The role will be to represent staff on health and safety generally, and to draw the University's

attention to potential hazards and dangers. As a member of the University Health and Safety Committee, safety reps will contribute to policy development and influence how the University works to provide a safe working environment for staff and students. Training will be provided, together with time and facilities to undertake the role.

H&SS are preparing more information: on the role; the number of representatives and their 'constituencies'; and how the election will be conducted. The election will be held later in the summer, along with an election for the Committee's Area H&S Co-ordinator representative, in time for the October meeting of the H&S Committee.



More information about doing your bit as a safety representative is available on [HSE's web site](#).

If you think you may be interested in standing for election, please contact Jennifer Folliard, Extn 7737, or email safety@reading.ac.uk.

Managing H&S in Research workshops

H&SS have developed a workshop for research leaders, Principal Investigators and others on managing health and safety in research. These workshops will be advertised and run from mid-July.

Research leaders have a key influence on how work is conducted. The University Health and Safety Committee, led by Pro-Vice-Chancellor Christine Williams, has endorsed the workshops as a key and mandatory part of professional development for current and future leaders.

In the first instance the workshops are intended for laboratory based research in the science Schools, but a modified version will be run in due course for other research leaders. Feedback from two pilot workshops is currently being assessed, and workshops will be advertised shortly and be available from mid-July onwards.

Specialist audits

The following specialist audits are planned:

- *Microbiological safety cabinets* – July
- *X-ray units* – July
- *Placements* – rolling programme over the summer
- *Overseas travel* – rolling programme over the summer.

Training matrix for lab and workshop staff

It is a legal requirement that training is provided to enable employees to work safely. We have therefore developed model training matrices for technician roles in the science Schools, which are available on the H&SS web site.

Training needs analysis, by job role, and for individuals, should identify appropriate training and competency levels. To help with this, H&SS have published a model training matrix that sets out the current training requirements, including refresher training, for typical roles in laboratories and workshops. It allows lab and workshop supervisors to identify training needs, by job role and for individuals, and keep a record of training received.

The Excel spreadsheet can be downloaded from our **'Forms and Other Resources'** web page. All Schools will be expected to adopt this or an equivalent system, to be able to identify and demonstrate that H&S training needs of staff, and postgraduate students where relevant, are met.

Calling for an ambulance

There have been a couple of recent accidents on campus where the ambulance arrived at the wrong building. If you are involved in responding to an incident, please follow the guidance below. This will help to ensure an effective response by the emergency services.

- Dial 999 and ask for an ambulance.
- Be prepared to respond to questions about location, the incident, and the status of the casualty (if you can).
- Give the building name, number and **sat nav post code** if you know it.
- Phone University Security on 0118 378 6300 to tell them an ambulance has been called.
- If possible, direct colleagues to stand outside the building or at key road junctions to look out for the ambulance and direct it to the location.

The post codes for each campus are on the University web site at <http://www.reading.ac.uk/about/find/about-findcar.aspx>. Ambulance crews may use sat nav to find their destination, so giving them the correct sat nav post code is important.

Revised Safety Codes of Practice

- **Code of Practice 4 - Risk Assessments** has been update and reissued together with a revised RA1 and RA2 form. An RA1 form specifically for laboratory areas is under review.
- **Code of Practice 38 – Overseas travel** has been revised to allow Heads of Schools more flexibility in delegating approval of “Medium” risk travel to Heads of Department. However the Head of School must be satisfied that travel proposals are properly scrutinised as they retain responsibility.

Celebrating success

- The number of accidents reportable to HSE during 2013 is the lowest for 10 years. Well done to everyone who has been proactive in making our campuses a safe place to work.
- The number of fires in University buildings has also fallen to an all-time low (2 in 2013), and formal Fire Service inspections have confirmed a good standard of fire safety management.
- Biological laboratories across several science Schools are benefiting from major investment to bring them up to modern standards.
- E&F Projects are pleased to report that together with 11 of our framework contractors, they have worked approximately 98,000 person hours during the period 1st August 2012 to 1st August 2013, with nil RIDDOR accidents.
- Three members of the H&SS team have been successful in gaining more professional qualifications. Well done to Jon Crabb and Gretta Roberts for obtaining Graduate Membership of the Institute of Occupational Safety & Health (IOSH), and to Sean Callaghan for obtaining his NEBOSH National Diploma.

Health and Safety Services

Extension 8888

Email: safety@reading.ac.uk

Contact: Moira Simpson, Head of Health & Safety Services