

September 2018

HEALTH AND SAFETY CODE

Contents

1	Summary.....	4
2	Management arrangements	5
2.1	Health and safety responsibilities	5
2.1.1	Staff [and students].....	6
2.1.2	Health and Safety Co-ordinator (HSC)	6
2.1.3	Building Liaison.....	6
2.1.4	Managers and Heads of Research Groups/Principal Investigators.....	6
2.1.5	Laboratory Managers.....	7
2.2.	Consultation and communication with staff [and students].....	7
2.3.	Monitoring health and safety	7
3	Emergencies and first aid	8
3.1	Fire emergency procedures.....	8
3.2	General fire safety.....	9
3.2.1	Evacuation/fire drills.....	9
3.2.2	Fire prevention and awareness	10
3.3	First aid, injury or sudden illness	11
3.4	Reporting accidents and incidents.....	12
4	What you need to know to stay safe and healthy at work	13
4.1	Risk assessment.....	13
4.2	Training	13
4.3	Information	14
4.4	Wellbeing	15
4.4.1	Work related stress.....	15
4.4.2	Protection of new or expectant mothers.....	15
4.5	Work outside normal office hours	15
4.6	Visitors to SCFP	16
4.7	Electrical equipment.....	16
4.8	Display screen equipment (DSE).....	17
4.9	Manual handling	17
4.10	Work off campus	18
4.11	Field work.....	18
4.12	Vehicle and driver safety	18

4.13	International travel	19
4.14	Smoking	20
4.15	Alcohol, drugs and illness affecting safe work performance	20
5	Safety and environment on campus	20
5.1	Kitchen/common room facilities	20
5.2	Building fabric & services	20
5.3	Personal safety & security.....	20
5.4	Road and footpath safety	21
5.5	The environment.....	21
5.6	Cleaning	21
5.7	Children	22
5.8	Animals	22
5.9	Events on campus.....	22
6	Further Information & advice.....	22
7	Good laboratory practice	23
7.1	Control of substances hazardous to Health (COSHH).....	23
7.2	Compressed Gases	23
7.3	Cryogenic Fluids (e.g. Liquid Nitrogen).....	24
7.4	Using Chemicals	24
7.5	Fume Cupboards and Microbiological Safety Cabinets.....	25
7.6	Unattended Equipment.....	25
7.7	Lasers	25
7.8	Radiation	26
7.9	Biological Safety.....	26
7.10	Genetically Modified Organisms and Micro-organisms	27
7.11	Food Safety and Hygiene	27
	Version control.....	28

1 SUMMARY

This Area Health & Safety Code sets out health and safety procedures for the staff, students and visitors of The School of Chemistry, Food and Pharmacy located in Chemistry, Food, Hopkins, JJ Thompson and Harborne buildings, at Whiteknights campus.

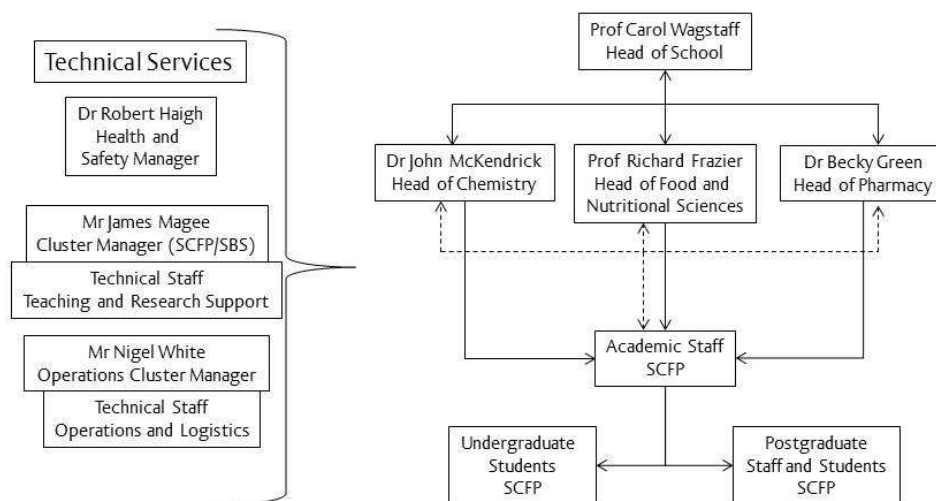
- The policy of the SCFP is to promote, through active management of its hazards and activities, the safety, health and welfare of all its staff, students, visitors, contractors and members of the public on the School's premises and to protect them elsewhere from any adverse effect on their health and safety arising from the activities of the School.
- The SCFP seeks continual improvement of all health and safety systems through processes of measurement and review in order to achieve or maintain best practice standards.
- The SCFP recognises the importance of establishing clear lines of management accountability for controlling the risks of its work activities and these are set out below.
- The SCFP recognises that commitment and involvement by senior managers plays a significant part in promoting health and safety in the School and University.
- The SCFP will ensure that staff and students are kept informed of matters which may affect their health and safety including the dissemination of this Policy statement.
- Senior School management will take the lead in consulting with staff and students on matters of health and safety and will seek their involvement in the development and improvement of safety.
- The SCFP will consider its overall health and safety policy in parallel with other corporate policies that is designed to promote the well-being of staff and students such as policies on equal opportunity, harassment and bullying, disability, age and racial discrimination.
- The SCFP is committed to planning and setting objectives for the management of safety commensurate with the nature and level of the risk created by its work activities and fully implementing those measures deemed necessary.
- The SCFP undertakes to monitor the operation of its systems and procedures for safety management and review them in the light of experience and in accordance with UoR corporate direction.
- The SCFP is committed to ensuring that risk assessments are carried out as required, applicable to its work activities. These assessments will be made by the staff responsible for supervision of the work, set out in writing and signed by the person with responsibility for supervision of the relevant work.
- **No work is permitted to start unless** it is covered by a suitable and sufficient assessment of the risks involved in the work, without which the School cannot be considered to have taken reasonably practicable steps to manage the risks of its work activities to staff, students, visitors and others who might be affected by its work.
- The SCFP is committed to ensuring that all work activities are carried out by persons competent to perform those activities. To this end, the School will ensure that all members receive such training and instruction as required for them to discharge their tasks and duties in a competent manner.
- The SCFP recognises its responsibilities with respect to fire safety and is committed to ensuring its systems and procedures comply with UoR policies.
- It is a legal duty for ALL staff, students and visitors to co-operate with the policy for safety set out in this document and all other SCFP systems and procedures designed to promote and ensure their health and safety.
- Members of the SCFP shall not interfere with or misuse anything provided to ensure their safety.

This code supplements the University H&S arrangements, which are set out in the University Health and Safety Policy and Safety Guides published by Health and 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 additional local rules, standard operating procedures and supplementary information which are available in laboratories or via SCFP Safety.

2 MANAGEMENT ARRANGEMENTS

2.1 Health and safety responsibilities



Prof. Carol Wagstaff, Head of School

The Head of School has day-to-day responsibility for the health and safety of members of SCFP. This includes:

- Providing leadership and setting a good example for others to follow
- Ensuring that hazards and risks to which you might be exposed are identified, and reducing risks so far as is reasonably practicable
- Ensuring that you are provided with information, instruction and training on risks to your health and safety and the safe working procedures that you 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 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 health and safety procedures and performance, acting upon the outcomes or reviews, audits and risk assessments, and keeping records of actions taken.

2.1.1 Staff [and students]

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

- Comply with 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.

Talk to your supervisor/manager/ if you have concerns about your health and safety or that of others. You are requested to discuss with your manager/supervisor if you have any special needs, such as assistance in evacuating a building in the event of an emergency.

Safety is also on the agenda of staff and staff/student meetings. If you believe any safety or health issues are being missed, speak to or email your Health & Safety Co-ordinator or to the Health & Safety Services Office in JJ Thomson Building (ext. 8888; safety@reading.ac.uk) or a Trade Union or staff safety representative.

2.1.2 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 and on their behalf to oversee health and safety within the SCFP. If your manager/supervisor is unable to help, contact your HSC.

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

- Dr Robert Haigh – Room 2-47, Harry Nursten Building. Email r.haigh@reading.ac.uk

2.1.3 Building Liaison

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 Liaison staff are:

- Tony Parr
- Lal Gamage
- LesleyHennigan

Located in room G73 – Lyle Building.

2.1.4 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.

2.1.5 Laboratory Managers

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

2.2. Consultation and communication with staff [and students]

Health, safety and welfare is a standing item on the agenda of SCFP team meetings. If you have any concerns, please alert the Head of your relevant section as soon as possible so that the issue can be discussed and remedied.

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 our overall health and safety performance. You are encouraged to report any areas where you think improvements can be made.

3 EMERGENCIES AND FIRST AID

3.1 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:
Chemistry/Pharmacy (W006), Food Biosciences (W047), Hopkins (W118),
JJ Thompson Building (W003), Harborne Building (W031)
- 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

Emergency Evacuation Procedure:

- Close all doors and windows in the area before leaving, but not if this will endanger yourself.
- Leave the building by the nearest available and safe fire escape route in a calm manner, closing doors and windows behind you. Follow the green Fire Exit/running man signs. DO NOT RUN.
- Disabled people unable to go down stairs should wait at a designated refuge area. Use the refuge communications system to tell the Evacuation Officer/Security that you are

in the refuge. If the refuge is checked by a Fire Warden, make sure they report your presence in the refuge to the Evacuation Officer (wearing a yellow or orange jacket).

- Do not use the lift unless it is designated as an evacuation lift (for the evacuation of disabled persons only, only to be used by trained personnel).
- Do not delay by collecting your possessions or switching off your computer/office equipment.
- Follow the instructions of your Fire Evacuation Officer/ Fire Warden.
- Go to the fire assembly point at [insert location of assembly point or refer to map of building], report to the Fire Warden (who will be wearing a fluorescent vest) and await further instructions.
- Report if you think anyone is unaccounted for.

Do not:

- Leave the assembly area - if you are not seen leaving the building you may be regarded as missing in the fire and be the cause of an unnecessary building search; or
- Attempt to re-enter the building until you have been given the all-clear by the Evacuation Officer or the Fire Service.

If the fire is small and you are trained and competent to extinguish it - without putting yourself at risk, do so using the appropriate fire extinguisher or fire blanket – see Appendix 1 for further guidance on using fire extinguishers.

3.2 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 each centrally booked room.

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.

3.2.1 Evacuation/fire drills

Evacuation drills are held at least twice per annum. The full co-operation of all building occupants is mandatory to 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 on the

Safety board at the entrance to Chemistry and Harry Nursten Buildings. 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 Chemistry and Harry Nursten is tested weekly at 08:30 on Monday. 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.

3.2.2 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, 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
- 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 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 Liaison.

3.3 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 of First Aiders are listed on local H&S noticeboards.

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 http://www.reading.ac.uk/web/FILES/health-and-safety/AED_Location_Poster_2014.pdf.

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:

<p>Reading Walk-in Health Centre, 1st Floor 103 Broad Street Mall Reading, Berks, RG1 7QA</p>	<p>Minor Injury Unit Henley (Townlands) Community Hospital York Road Henley-on-Thames Oxon RG9 2EB</p>
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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

Please 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 SCFP Stores so that they can be replenished.

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

3.4 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](#)). H&SS will distribute it to the appropriate person for investigation and follow-up. You should also bring the incident to the attention of your line manager and the School Health and Safety coordinator.

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 your line manager.

4 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.

4.1 Risk assessment

The person responsible for the work task or area should carry out the necessary risk assessment(s). Existing risk assessments should be available from your line manager, new work should be assessed and approved by your line manager before commencing.

The main risks associated with working in SCFP are:

- Hazards arising from the use of Chemical/Biological material
- Risk of 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 equipment or machinery

4.2 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 SCFP 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>.

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

4.3 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 at the entrance of each building and further information is available online at <http://www.reading.ac.uk/scfp/safety>

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.

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.

4.4 Wellbeing

4.4.1 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)
- Recourse (provide 24 hour advice and information to staff, 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 http://www.reading.ac.uk/web/files/humanresources/humres-Harassment_Advisers.pdf

4.4.2 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 we will temporarily adjust the mother's working conditions and/or hours of work, or offer suitable alternative work.

Further information is available on SCFP policy at:

<https://www.reading.ac.uk/scfp/safety/policies/scfp-pw.aspx>

4.5 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 School are Monday to Friday 07:30 to 18:00 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 (reading, writing, PC work). If high 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, and that any special assistance that may be required is available e.g. trained first aider.

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 the entrances to the main buildings. It is also good practice to notify Security that you are working alone in the building, especially at weekends.

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.

<https://www.reading.ac.uk/scfp/Safety/Policies/SCFP-access.aspx>

4.6 Visitors to SCFP

It is the responsibility of the person inviting an academic visitor to SCFP to ensure that School policy is followed. Further information can be found at:

<https://www.reading.ac.uk/scfp/safety/policies/scfp-visitors.aspx>

Visitors under 16 are not allowed in research laboratories but may enter teaching areas as part of an organised visit.

Work experience students between 16 and 18 are classified as young persons and their visit is subject to SCFP WEP policy.

<https://www.reading.ac.uk/scfp/safety/policies/scfp-wep.aspx>

4.7 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 Operations Technical Staff located in the workshop (LG12 Chemistry Building).

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 E&F. The use of personally owned heaters is not permitted. Radiant heaters i.e. with exposed heating bars or elements, convector and electric fan heaters are NOT allowed. Portable heaters must not be used on escape routes.

'Cuboid' electrical adaptors must not be used. Trailing lead extensions may be used. If a cable reel is used then this must be fully uncoiled to prevent overheating and fire.

4.8 Display screen equipment (DSE)

All Academic, research, administrative and technical staff 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 3.

DSE workstation assessments and training will be undertaken using Cardinus on-line software. Any actions identified in the workstation assessment must be actioned by the user. Where they cannot complete the action they must contact their DSE Assessor or 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.

4.9 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 objects. 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 throughout the School to move heavy or unwieldy items and assistance/advice can be obtained from Technical staff.

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 the training session arranged by H&SS on safe lifting techniques. Where appropriate you must obtain additional training in manual handling risk assessment.

4.10 Work off campus

Some of the work of SCFP involves 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
- Leave a contact telephone number whenever possible or take a mobile phone (make sure staff on campus have the number in case you need to be contacted).
- 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.

4.11 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 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 have attended a "Fieldwork Supervisors' Training Seminar" and 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.

4.12 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 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 Officer 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. More information is given in the University Driving for Work policy (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 have a D1 driving licence (see DVLA web pages at <http://www.dvla.gov.uk/drivers.aspx>) are permitted to drive a minibus belonging to the University or hired. More information is given in the University Driving for Work policy. In the UK the minibus must display a Small Bus Permit. To drive elsewhere in Europe, drivers must have a full PSV licence.

4.13 International travel

All overseas visits must be approved by the [Head of School/Department/appropriate manager]. Appropriate security and medical advice must be sought (via the Insurance Office and Occupational Health) and precautions taken before travel. Up to date worldwide travel advice for specific countries should be obtained from Gov.UK web site at <https://www.gov.uk/foreign-travel-advice>.

All travellers must complete the on-line risk management form on the Insurance Office web site at <http://www.reading.ac.uk/internal/finance/Insurance/fcs-ins-business.aspx>. If they fail to do so, travel expenses may not be paid.

In locations where the FCO advises AGAINST ALL TRAVEL, no travel on University business should take place unless it has been approved by the Vice-Chancellor, Deputy Vice-Chancellor or a Pro-Vice-Chancellor. In locations where the FCO advises ESSENTIAL TRAVEL ONLY, travel must be approved by Head of School/Service,

Travel insurance is provided for staff and students on University business by the University's travel insurance policy. The policy may be invalidated if you travel to countries or parts of countries against FCO advice. Please inform the Insurance Office (insurance@reading.ac.uk) before you travel – allow plenty of time if it is a high risk area.

Ensure you take policy details and emergency contact number and Lifeline Plus travel pack with you when you travel. In Europe, UK citizens also need a European Health Insurance Card. Carry insurance documents with you at all times.

If you take regular medication (prescribed) please ensure you take an adequate stock when you travel overseas.

Further guidance is given in Safety Code of Practice 38 and on the Insurance office web site.

4.14 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.

4.15 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.

5 SAFETY AND ENVIRONMENT ON CAMPUS

5.1 Kitchen/common room facilities

Facilities are available within SCFP for making tea/coffee etc. Please do your bit to keep the kitchen tidy.

5.2 Building fabric & services

Any building or services faults should be reported to the E&F Helpdesk online at http://edmsapp1:2000/_layouts/15/Loghelpdeskcall/logcall.aspx or by telephoning extn. 7000 or emailing fm-help@reading.ac.uk. If it is a potential emergency, telephone, do not email. If it is an emergency out of hours, telephone Security on x7799.

Staff must not interfere with building services or the fabric of the building without prior authorisation from Estates & Facilities (E&F). If new services are required, such as a new electrical socket or shelving, the work must be authorised through E&F, 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 an 'Authorisation to Work' request form should be completed and submitted to E&F. A copy of the form can be found at:

http://www.reading.ac.uk/web/FILES/buildingmaintenance/Authorisation_to_Work_-_Nov_2013.pdf

Where E&F are commissioned to undertake or manage the work there is no need to complete the form as they will carry out the necessary checks as part of their service.

5.3 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

<http://www.reading.ac.uk/security-services/sec-home.aspx>.

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.

5.4 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

5.5 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.

5.6 Cleaning

Report any problems to Cleaning Services (extension 8976).

5.7 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. Adequate control and supervision must be exercised over children 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.

5.8 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.

5.9 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 approval form at <http://www.reading.ac.uk/internal/events-guide/evtg-event-approval.aspx>.

6 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 H&SS. The H&SS website address is

<http://www.reading.ac.uk/safety>

A full list of University guidance can be viewed 'Health and Safety Guidance'. Further useful information can be found on the HSE website (hse.gov.uk) and other websites accessed via the 'Useful Links' page of the H&SS website.

7 GOOD LABORATORY PRACTICE

There is a general requirement for all staff working within a laboratory to abide by good laboratory practice. This represents the basic code of conduct that all staff should be capable of following:

- Laboratory coats (and where required Safety Glasses) must be worn at all times whilst in a laboratory;
- No eating or drinking is permitted;
- Use of mobile phones is prohibited within laboratories.
- No open toed footwear; Clothing must be appropriate for the task;
- Maintain good housekeeping within the laboratory;
- Ensure that all risk assessments, codes of practice and safe operating procedures are abided by.

Additional guidance on good laboratory practice is produced by Health and Safety Services and can be found on their web site.

7.1 Control of substances hazardous to Health (COSHH)

The Control of Substances Hazardous to Health (COSHH) regulations 2002 cover all substances that are likely to cause harm including biological material, with the specific exclusion of radioactive substances and genetically modified organisms which are dealt with separately. It is important that you are aware of any hazards that the substances you use may present and that you are able to control those hazards to a sufficient level to mitigate any potential risk.

Package labelling can help to identify hazardous chemical substances, as can the Safety Data Sheets (SDS) that suppliers have an obligation to provide. A SDS will often suggest suitable control measures but the practicality of these must be assessed against the benefits that they will provide and should not be blindly implemented. Remember that biological materials such as infectious biological agents will not have a Safety Data Sheet.

The "key" to COSHH is controlling the exposure to hazardous substances, and the COSHH assessment aims to identify the hazards and the risks of exposure. A COSHH assessment may be regarded as "suitable and sufficient" if it identifies the measures that must be taken to adequately control exposure to hazardous substances.

A SDS does not constitute a COSHH Risk Assessment as it can take no account of how you use the material, and cannot therefore identify the risk of exposure or the control measures needed to minimise that risk.

If use of hazardous substances is part of your scientific procedures then you must conduct a specific COSHH risk assessment for the work.

If you are to conduct these Risk Assessments you should attend the COSHH Risk Assessors course organised by Health and Safety Services so as to be considered competent to do so.

For further information see

http://www.reading.ac.uk/web/files/health-and-safety/CoP_28_COSHH.pdf

7.2 Compressed Gases

Only suitably trained staff are permitted to transport, handle and connect gas cylinders.

All cylinders must be securely supported and positioned in use by using appropriate cylinder brackets or stands. Cylinders should only be transported using appropriate trolleys and should not

be transported in passenger lifts. The main cylinder valve must be closed and the regulator removed prior to transport within the building or to/ from the outside store. A careful check must be made to ensure that an appropriate regulator is correctly attached to the cylinder before use.

All regulators, gauges, connections and pipe work must be inspected annually to ensure they are in good condition. They should also be checked for leaks and signs of wear or damage before each use, and withdrawn from use if they fail the check. All regulators have a limited life and should be replaced when they are 5 years old.

The number and size of gas cylinders within the laboratory should be kept to a minimum sufficient for immediate use. Reserve gas cylinders must be kept in a secure outside store. All laboratories should be suitably labelled to indicate when gas cylinders are present.

For more information and guidance on the use of compressed gases please contact SCFP Safety.

7.3 Cryogenic Fluids (e.g. Liquid Nitrogen)

NO NEW WORK SHOULD BE UNDERTAKEN UNTIL APPROVED BY SCFP SAFETY.

Only appropriately trained staff should handle liquid Nitrogen, including filling and /or decanting from Dewar vessels. Care must be taken when filling vessels with liquid nitrogen to avoid excessive splashing due to "boil-off" whilst cooling the receptacle. Gloves and goggles should be worn and care must be taken to ensure adequate ventilation. Gloves should be designed specifically for liquid nitrogen handling and should be elasticated at the wrist to prevent cryogenic fluids becoming trapped next to the flesh. Liquid nitrogen will condense oxygen from the atmosphere that may lead to explosions. Great care must be taken to avoid the trapping of liquid oxygen. Beware of explosive pressure build up when warming vessels that have been cooled in liquid nitrogen.

When using and moving larger dewar (i.e. > 25 litres) of liquid nitrogen a full-face visor should be worn. The procedures used should not vary from those outlined in the risk assessment.

Cryogenic fluids generally represent a severe asphyxiation hazard. As such these should not be carried in passenger lifts or used in confined spaces.

If you are using cryogenic fluids in an area with limited ventilation you should have an oxygen level alarm available and a clear means of escape.

7.4 Using Chemicals

All staff, students and visitors using chemicals within the School must conform to "Good Chemical Laboratory Practice" as appended to this safety code. No member of staff or student may start on any procedure without having had full training on that procedure and having performed a COSHH assessment, and appropriate risk assessment or Standard Operating Procedure.

Any glassware, electrical equipment, etc. must be thoroughly decontaminated before being sent to any workshop (Electronics, Engineering or Glassblowing).

All glassware etc. must be thoroughly rinsed before being sent for washing. Glassware being sent to the glassblowers must be clean and not contain any flammable organic solvents (e.g. acetone).

Chemical Waste must be disposed of appropriately – please contact SCFP Safety or Technical Services Logistics Manager for advice and guidance. Further information is available here

<https://www.reading.ac.uk/scfp/Safety/Policies/scfp-waste.aspx>

The Chemical Weapons Convention, The Anti-Terrorism, Crime and Security act 2001 and The Controlled Drugs Regulations 2013 controls the possession and production of certain chemicals and classes of chemicals. These chemicals tend to be related to, or precursors of, chemical weapons and controlled drugs or their analogues. Consult your supervisor if this could impact on your area of research.

7.5 Fume Cupboards and Microbiological Safety Cabinets

Fume cupboards are not to be used for disposal of noxious or hazardous materials to the atmosphere. Such materials must be trapped or scrubbed from the exit gas before discharge. The COSHH assessment must address such problems.

It is essential to make sure that you are using the correct type and class of fume cupboard or microbiological safety cabinet for the work that you are conducting.

Ensure that the airflow at the front of the cabinet is not disrupted by equipment. It is also important to protect the ventilation points on re-circulating cabinets.

Fume Cupboards and Microbiological Safety Cabinets should be inspected every 14 months to ensure that the airflow is still of the correct speed and that any filters they contain are still functioning efficiently. All Microbiological Safety Cabinets must be subjected to an "in use" containment test as part of the Annual Inspection, to confirm that the required degree of containment is being achieved. This test is normally undertaken by a specialist contractor. The results of the test should be kept with the cabinet for inspection if required.

If you suspect that any Fume Cupboard or microbiological safety cabinet you are using is not functioning correctly report it to Estates and SCFP Safety and stop using it until it has been inspected.

Microbiological safety cabinets should be fumigated prior to any maintenance work or inspection being conducted on the filters or inside of the cabinet. It is essential that this operation is conducted in a manner which prevents dissemination of the fumigant to the laboratory, either during the fumigation, or afterwards when excess fumigant is removed from the cabinet.

7.6 Unattended Equipment

Any equipment left running whilst unattended must be accompanied by a "Please Leave Running" notice.

The only exception is equipment which can be safely shutdown by the operation of a simple and obvious on/off switch (e.g. computers, fridges, etc.).

"Please Leave Running" notices are available from stores.

7.7 Lasers

All lasers of Class 3 or above, including equipment containing such lasers, must be registered with Health and Safety Services before use. The registration form must be accompanied by a risk assessment for the laser: this concentrates on the "accessibility" of the laser beam.

Where a high power (Class 3R or above) beam is accessible, warning lights linked to the laser power supply on must be fixed above the entry to the area containing the laser.

If the laser is embedded in equipment and is not normally adjusted or accessed by University personnel, the provision of such warning lights is not necessary.

Consult SCFP Safety before purchasing or installing any lasers or equipment containing lasers.

See Safety Guide 21 for further information:

http://www.reading.ac.uk/web/files/health-and-safety/CoP_21_Lasers_6ed.pdf

7.8 Radiation

All sources of ionising radiation (e.g. X-ray equipment, open- and closed- sources of radiation) must be registered with Health & Safety Services. Note this may include high voltage sources operating at above 5kV, as these may act as sources of X-rays.

The School Radiation Protection Supervisor and the Safety Office must be informed in writing and suitable documentation confirmed prior to the purchase, installation or disposal of any such equipment or materials.

Neither the Chemistry Department nor the Department of Food Biosciences is licensed for any work involving open sources of radiation; consequently, radioactive materials must not be imported, stored or used in these Departments.

All work using Open Source material within SCFP must be conducted within the Hopkins Building under the local rules in operation there.

For all enquiries relating to the use of open source radiation please contact SCFP Safety.

Variation of existing permits to undertake work with open sources can take a considerable time to obtain, and requires payment of a fee to obtain the Variation. Any future requirements must be discussed with the Departmental Radiation Protection Supervisor **well in advance** of intended implementation.

Further information is available at:

<https://www.reading.ac.uk/closed/health-and-safety/hs-RadiationSafetySecureArea.aspx>

7.9 Biological Safety

All staff, students and visitors working with clinical samples and/or microbiological samples within the School must conform to "Good Laboratory Practice" and/or "Good Microbiological Laboratory Practice" as detailed on the University of Reading Safety website.

[http://www.reading.ac.uk/web/FILES/health-and-safety/CoP_14_Biological_Safety_\(Part_1\)_University_LaboratoriesNov13.pdf](http://www.reading.ac.uk/web/FILES/health-and-safety/CoP_14_Biological_Safety_(Part_1)_University_LaboratoriesNov13.pdf)

No work on HG2 organisms is allowed to take place without having completed a Biological Risk assessment, these must be approved by the University Biological Safety Committee prior to commencing work.

These rules include:

- No eating, drinking or use of mobile phones in microbiological laboratories.
- Any glassware, electrical equipment, etc. must be thoroughly decontaminated before being sent to any workshop.
- Clinical waste should be discarded according to the School policy guide – <https://www.reading.ac.uk/scfp/Safety/Policies/scfp-waste.aspx>

All microbiologically contaminated materials (including laboratory coats for cleaning) must be autoclaved before appropriate discard/cleaning.

7.10 Genetically Modified Organisms and Micro-organisms

All work involving genetically modified organisms is regulated under the Genetically Modified Organisms (Contained Use) regulations 2014 and as such all projects and workers must be registered with the University Health and Safety Services.

No work on such organisms is allowed to take place without having completed this registration process. For further information see Safety Guide 15. Please allow ample time for registration as this has to be approved by the University Biological Safety Committee.

http://www.reading.ac.uk/web/files/health-and-safety/COP_15_GMv4.pdf

For all enquiries relating to GMOs please contact SCFP Safety.

7.11 Food Safety and Hygiene

Before anyone is allowed to start work for the first time with food, they must receive the following written or verbal instruction:

- Keep yourself clean and wear clean clothing.
- Always wash your hands thoroughly: before handling food; after using the toilet; handling raw foods or waste; before starting work; after every break; and after blowing your nose.
- Tell your supervisor before commencing work of any skin, nose, throat, stomach or bowel trouble or infected wound. You are breaking the law if you do not.
- Ensure cuts and sores are covered with a waterproof, high visibility dressing.
- Avoid unnecessary handling of food.
- Do not smoke, eat or drink in a food room, and never cough or sneeze over food.
- If you see something wrong - tell your supervisor.
- Do not prepare food too far in advance of service.
- Keep perishable food either refrigerated or piping hot.
- Keep the preparation of raw and cooked food strictly separate.
- When reheating food ensure it gets piping hot.
- Clean as you go. Keep all equipment and surfaces clean.
- Follow any food safety instructions either on food packaging or from your supervisor.

Access to the Pilot Plant (Level 1) is restricted to authorised personnel only (minimum of Level 2 award in Food Safety) – please contact Dr Colette Fagan for more information.

Further information can be obtained from H&SS:

http://www.reading.ac.uk/web/files/health-and-safety/CoP_29_Food_Safety_and_Hygiene.pdf

Version control

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