

University of Reading

Department of Mathematics and Statistics Safety Code 2019-20

All staff, students and visitors must follow the requirements of this code and co-operate with the Department's management at all times to minimise accidents and improve safe working practices. The University has published detailed safety guides on many aspects mentioned in this code. Complete sets of these Safety Guides are available for reference from the Area Health & Safety Co-ordinator (AHSC).

1. Safety Notice Board

The Safety Notice Board is situated in the Common Room (M112) on the first floor. The notice board displays a General Statement of University Safety Policy, details of First Aid facilities and personnel, fire and emergency evacuation information and recent safety circulars.

Safety training events are publicised on the University's Health & Safety Services Website.

2. Departmental Safety Personnel

Area Health & Safety Co-ordinator:

Marie Taylor (Ext 5220)

Maths & Stats H&S Co-ordinator:

Dr Alex Lukyanov (Rm 101 Ext 6441)

Maths & Stats Deputy H&S Co-ordinator:

Brigitte Calderon (Rm 214 Ext 5002)

Fire Warden and Evacuation Officer:

Dr Alex Lukyanov (Rm 101 Ext 6441)

Display Screen Equipment Assessor:

Mrs Brigitte Calderon (Rm 214 Ext 5002)

3. First Aid and Accident Reports

Certified first-aiders and appointed persons

Details of first aid personnel may be found on the area safety notice board, on each floor and in the Department Handbook. First-aiders are normally available Monday to Friday between the hours of 9am and 5pm.

Location of First Aid Box:

On the second floor, outside Room 204

In Room 214

Telephones: All offices.

First floor opposite Room 102

Third floor opposite Room 302

Accident Reports

All injuries, incidents or near miss events (which could have resulted in injury or ill health) that occur at work must be reported to your Area Safety Co-ordinator and to Health and Safety Services via the online Incident Report Form at the earliest opportunity.

4. Fire (Emergency Evacuation)

The full fire alarm is characterised by a continuous voice alarm interspaced with Klaxon. The following evacuation procedure is mandatory.

Leave the building by the nearest fire escape route in a calm manner, closing doors and windows behind you. DO NOT RUN. Do not delay by collecting possessions or shutting down your PC. If you have to go through a smoke filled room, keep low to avoid inhaling smoke. If you suspect there is a fire the other side of a door (i.e. if it is warm to touch), do not open it unless you have to. Follow the instructions of your Fire Evacuation Officer or Fire Warden if you are unsure of what to do.

Proceed to the fire **assembly point across the road from the Mathematics Building (in front of the Polly Vacher Building)** and report to your nominated person and await further instructions.

If you are unable to use the stairs please go to the emergency refuges located on each floor by the stair landing doors. Press the emergency button on the call box, ask for assistance and wait there until help arrives.

If you are aware of trapped persons, the source of the fire or cause of the evacuation, then report immediately to the Evacuation Officer or the Fire Brigade's Incident Officer in charge.

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 Building Evacuation Officer or the Fire Brigade Incident Officer-in-charge.

If the fire is small and you are competent to extinguish it - without putting yourself at risk - please do so using the appropriate fire extinguisher or fire blanket.

Practice fire (evacuation) drills are held at least twice a year. These drills are not announced in advance. The full co-operation of all building occupants is mandatory.

The fire alarm systems are periodically tested and tests can be identified by the intermittent sound of

the alarms. Prior to these tests a notice is displayed in the main entrance to the building.

5. Summoning Assistance

Dial 6300 on any University telephone

to contact the University Emergency Control Centre which is staffed 24 hours a day throughout the year and will coordinate the appropriate Emergency Services; or

Dial 0-999 from any internal phone or 999 from a mobile to contact the emergency services directly.

State your location as:

"University of Reading, Whiteknights Campus, Mathematics Building" or "JJ Thomson Building" and give your name and telephone number.

6. Working outside 'Normal Hours'

'Normal hours' means between 8.00am and 7.00pm Monday to Friday inclusive, except for public holiday and closure days as announced on the University website.

Signing in:

Outside normal hours all building occupants **must** sign-in in one of the 'Building Occupants Registers' which are kept near the entrance of the Maths Building and in the JJ Thomson Building main foyer.

Signing out:

On leaving the building it is imperative that you sign-out in the same register as the one you signed in in order to avoid valuable time being wasted searching for you in the event of an emergency.

8. Building Faults

Plumbing, electrical or structural faults should be reported to Brigitte Calderon (Room 214, ext 5002) or Ruth Harris (Room 204, ext 8022) immediately.

9. Water

Drinking water coolers are installed on the 1st, 2nd and 3rd floors in the Mathematics Building (next to stairs). Drinking water is also available in the 1st floor kitchen (Maths) and the 2nd floor kitchen (JJT). **Taps and appliances not marked as "Drinking Water" are not safe to drink from.**

10. Electrical Testing

All departmental portable electrical equipment is checked for electrical safety and labelled as tested. Items that fail the test will be marked as such and must not be used.

All electrical testing will be carried out by qualified personnel; users should however visually inspect items routinely and report any faults to the Area Safety Co-ordinator.

11. Manual Handling

Any operation involving the lifting or pushing of loads that could cause injury must be assessed prior to their being moved. Wherever possible reduce the need for handling (e.g. use trolley). Always ensure that the load is well within your capabilities and use proper lifting techniques. If appropriate, porters should be called in.

12. Display Screen Equipment

Display screen equipment (e.g. computers) should be arranged so as to avoid eyestrain and repetitive stress injuries. The arrangement of equipment may be discussed with the Display Screen Equipment Assessor. The University requires all staff who are users of Display Screen Equipment to have attended the appropriate training session.

13. New Members of Staff

New staff members and postgraduate students will be given a copy of this Safety Code and be made aware of the nearest fire exits and evacuation procedures. Staff will be informed of the mandatory DSE safety training.

14. Smoking

Smoking is forbidden in all University buildings and within 10 metres of buildings, except when walking by on a recognised footpath. If you smoke, please dispose of smoking litter responsibly.