

September 2018

HEALTH AND SAFETY CODE



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1 SUMMARY

This Health & Safety Code sets out health and safety procedures for the staff in the School of Mathematical, Physical and Computational Sciences (SMPCS)

SMPCS aims for continuous improvement in its activities, for the benefit of team members, and others who may be affected by our activities. Our statement of general Health and Safety Policy is:

- 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.
- To consult with staff and students on matters affecting their health, safety and welfare
- To ensure the safe handling, storing and use of Hazardous substances
- To review and revise our policy, as necessary, at regular intervals

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).

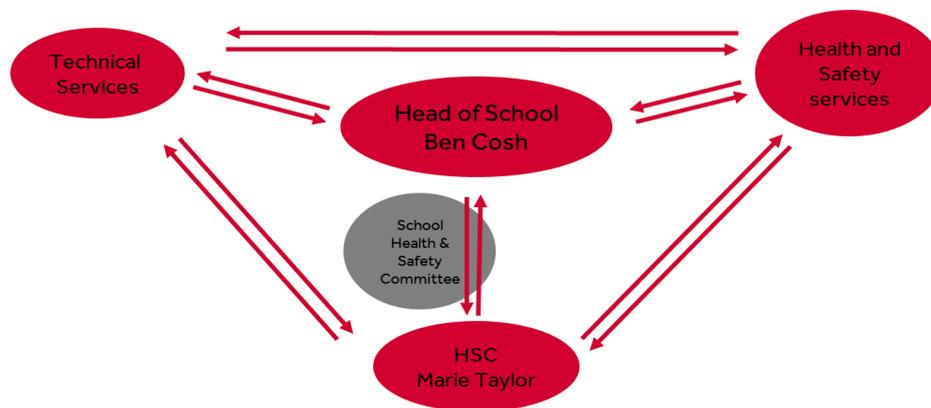
These are available on the Health and Safety Services web site

<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 from the Health and Safety Co-ordinator. **Marie Taylor** (ext. 5220; marie.taylor@reading.ac.uk)

Professor Ben Cosh (Head of School) September 2018

Review date: August 2019

2 MANAGEMENT ARRANGEMENTS



2.1 Health and safety responsibilities

Professor Ben Cosh, Head of School, has day-to-day responsibility for the health and safety of members of The School of Mathematics, Physical and Computational Sciences (SMPCS). This includes:

- Providing leadership and setting a good example for others to follow.
- Ensuring that the recommendations of the significant findings and actions in the Fire Risk Assessment are followed so far as is reasonably practicable
- 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.
- 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 Health and Safety Co-ordinator. See below for contact details.

The Health and Safety Co-ordinator is appointed to provide direct H&S support to the Head of School/Department/Unit and on their behalf to oversee health and safety within the School of Mathematics, Physical and Computer Science (SMPCS). If your manager/supervisor is unable to help, contact your HSC.

The HSC within the School is:

- **Marie Taylor: marie.taylor@reading.ac.uk,
Wager building room 119,
0118 378 (5220)**

2.1.2 Building Support Officers

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 staff for Whiteknights are:

Tony Parr, Room G73 Lyle Building, ext. 7956, mobile 07964 566 593

Lal Urala Gamage, G73 Lyle Building, ext. 7956, mobile 07975 762 565

Lesley Hennigan, G73 Building, ext. 7956, mobile 07860 785 749

Building support staff for Earley Gate are:

Steve Guest, Room 1L46 Meteorology, mobile 07725 219 939

2.1.3 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.

2.1.4 Laboratory Managers

Laboratory managers are School staff managed ultimately by the Head of School. They are responsible for health and safety in the laboratory areas/activities for which they have control. Therefore School staff remain responsible for health and safety compliance associated with the users (taught students, PhD students, researchers, visitors, commercial clients, course, conference attendees etc.) of laboratories.

See H&S Management of UoR Laboratories Document for the full list of responsibilities.

2.1.5 Laboratory Coordinators

Laboratory Co-ordinators can be either Technical Services staff or School staff. They will support the laboratory manager in ensuring the health and safety in the laboratory areas. As well as monitoring housekeeping they also train users against Local Rules for selected safety critical equipment and activities as required, these may include any/all of the following:

- 1) TS_LR 300 Laboratory Inductions
- 2) TS_LR 301 Local Rules for Working in Laboratories
- 3) TS_LR 302 The Use of Fume Cupboards
- 4) TS_LR 303 The Use of Microbiological Safety Cabinets
- 5) TS_LR 305 Dealing with Laboratory Spillages
- 6) TS_LR 401 The Disposal of Laboratory Waste

See H&S Management of UoR Laboratories Document for the full list of responsibilities.

2.2. Consultation and communication with staff [and students]

Health, safety and welfare issues are on the agenda of every meeting in SMPCS. The Health and Safety committee meeting is held every term. The minutes from this meeting are sent out to the School. Any staff/students with health and safety concerns must alert their manager/supervisor as soon as possible so that the issue can be discussed and remedied.

The School has an H&S web page <http://www.smps.reading.ac.uk> where policies, guidance and risk assessments are located as well as links to the University's Health and Safety Services web page.

Each building has noticeboards with useful Health and Safety information.

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, BOMB THREAT 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. State the name of the University building in which you are located.

Give your name, telephone number, post code (for Whiteknights it's **RG6 6UR** and for Earley Gate it's **RG6 7BE**) and any information about the emergency.

Then dial Ext. 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. Your Building tour will include the location of the nearest assembly point. 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. This will be a verbal all-clear. The cessation of the alarm is not an 'all clear'.

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.

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 in the foyer of each of the School 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 alarms in all School buildings are tested weekly on a weekday prior to 0900 hrs. 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
- **Fire doors must not be propped open.**
- Emergency Exit Routes **must be kept 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 heaters approved by the University
- **Turn your heater off when you leave your office for meetings etc. and when you leave to go home.**

- Heaters and hot-running equipment must be kept clear of combustible materials. The use of open bar radiant fires is not permitted.
- Follow the 'no smoking' policy.
- Do not place liquids on electrical equipment
- Do not leave cookers, microwave ovens and toasters unattended. These items including kettles are not allowed in individual offices.
- 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 Support Officer.
- You are encouraged to have a 'clear out' on a regular basis to prevent the build-up of combustible items such as paper and files etc.
- All waste must be cleared away regularly.

3.2.3 Types of fire extinguisher & their safe use

How to use a fire extinguisher:

Instructions for use should be clearly marked on each extinguisher, but in general:

- remove the safety pin from the handle
- keep the extinguisher upright, (place it on the ground if it is heavy)
- aim the nozzle or horn at the base of the fire
- squeeze the handles together
- sweep the jet across the area of the fire, keep it moving away from you
- Do not get trapped between the fire and the exit, plan your escape in advance!

3.2.4 When to use an extinguisher:

Only tackle a fire **after** the alarm has been raised and it is safe to do so:

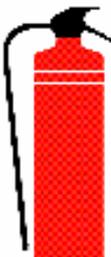
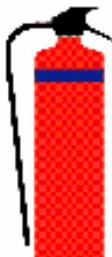
- Ensure you are accompanied when you fight a fire or go to investigate, don't do it alone.
- Only tackle a fire in its very early stages.
- Put your safety and that of others first, no heroics!
- Only use an extinguisher if you have received the training.
- Do not hold the horn on a CO₂ extinguisher – it will be very cold.
- If the fire is still burning after discharging one extinguisher do not continue to fight the fire

- proceed to the assembly point immediately.

- If electrical appliances are involved, switch off the power before dealing with the fire.

Do not fight any fire involving hazardous materials e.g. oxidizing agents, pesticides, fuels or gas containers.

TYPES OF FIRE EXTINGUISHERS
their uses and their colour coding according to BS EN 3: 1996

			
WATER	POWDER	FOAM	CARBON DIOXIDE (CO₂)
For wood, paper, textile and solid material fires	For liquid and electrical fires	For use on liquid fires	For liquid and electrical fires
DO NOT USE on liquid, electrical or metal fires	DO NOT USE on metal fires	DO NOT USE on electrical or metal fires	DO NOT USE on metal fires

The contents of an extinguisher is indicated by a zone of colour on the red body of the extinguisher

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 (Ext 6300, 0118 378 6300, or ext. 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 can be found on the School Health and Safety webpage.

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: 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

First aid boxes are kept in various locations within each School building. These will be pointed out during your Building Induction.

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 a First Aider 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 **Marie Taylor the HSC**.

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 who will contact Marie Taylor the HSC.

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 either carry out the necessary risk assessment(s) **before** the work commences or ensure staff/students have read the relevant risk assessment on the school risk assessment register. Hard copies of risk assessments can be found in the relevant Laboratory and electronic copies are available on the SMPCS website.

Copies of risk assessments and templates can also be obtained from the Health and Safety Coordinator or your Line Manager/Supervisor.

The main risks associated with working in SMPCS are:

- 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 substances, equipment and/or machinery in workshops and Laboratories (Especially in Meteorology and Polly Vacher buildings)
- Fieldwork/ Fieldtrips
- Overseas travel

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 SMPCS 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).
- Local Laboratory Health and Safety for all new laboratory-based postgraduate students and staff.

**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 in each School building.

School information can be found at <http://www.smps.reading.ac.uk/> or by contacting your HSC: marie.taylor@reading.ac.uk

4.4 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.**

Services provided include assessments and routine health surveillance for:

- | | |
|--|---|
| <ul style="list-style-type: none">• 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.) | <ul style="list-style-type: none">• 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 exposed to high noise levels or use tools that cause hand arm vibration.

4.5 Work Related Stress

The School is committed to protecting the health, safety and welfare of its employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stress.

The school is committed to promoting a good, supportive climate and healthy working culture, where stress is not seen as a personal weakness, and where employees experiencing stress or mental health problems can access appropriate support.

The School has its own Stress Policy with clear aims and objectives:

- The School will identify all workplace stressors and conduct risk assessments to eliminate stress or control risks from stress. These risk assessments will be regularly reviewed.
- The School will provide training for all managers and supervisory staff in good management practices.
- Creating a co-operative and supportive environment, through a culture of consultation, participation and open communication
- Ensuring good communications within teams
- Raise awareness of staff about stress, its causes and effects
- Enabling staff to report excessive workloads, interpersonal pressures and symptoms of stress without fear of discrimination
- Supporting staff in recovering from stress-related illnesses and managing the return to work after any period of sick leave so that stress does not recur.
- Provide opportunities for employees to maintain and promote health and well-being
- To respond where practicable to requests for flexible working arrangements
- To increase general awareness of stress and methods to prevent and combat harmful, excessive workplace stressors.
- Seek to manage pressures which may affect employees by anticipating likely problems and taking actions to reduce the effects of them and any impact on colleagues. Pressures may be associated with such problems as:
 - Poor job design / lack of role clarity
 - Lack of control over workload
 - Working environment
 - Job insecurity
 - Poor workplace relationships
 - Unsupportive management culture
 - Lack of training or support
 - Not enough work
 - Overwork / excessive hours.

The law requires employers to tackle stress:

- **Under The Management of Health and Safety at Work Regulations 1999:** To assess the risk of stress-related ill health arising from work activities
- **Under the Health and Safety at Work Act 1974:** To take measures to control the risk.

The HSE expects organisations to carry out a suitable and sufficient risk assessment for stress, and to take action to tackle any problems identified by that risk assessment. We have a School Stress Risk Assessment that is reviewed annually or sooner if concerns are raised about stress in the workplace. Undertaking the risk assessment will ensure factors that are likely to cause intense or sustained levels of work-related stress are identified together with any existing controls in place. Where significant risks are identified, the information gathered should be reported to the relevant staff.

An anonymous survey will be circulated annually to the School. Consideration should be given to the most effective means of engaging staff.

Results will be discussed with the members of the Stress Management Working Group. Membership will consist of the Head of School, Heads of Department, Head of Quest, Head of Administration and the Health and Safety Coordinator to discuss the results and actions.

Individual Stress Risk Assessments are available for those who feel they are suffering with work-related stress. For further information please read the new School Stress Website.

4.5.1 Professional support

There are a number of different professional support and service providers that you can access through the University, all of which are available to support you such as **The Employee Assistance Programme – Confidential Care**. It gives you a place to turn for support any time of day or night, 365 days a year. Support is available for whatever issues you might be facing, including work stress, depression, marriage and relationship issues, legal concerns, coping with change, parenting issues, financial problems, health issues and much more.

It also offers a comprehensive wellbeing resource "well online", which offers information and advice to help you optimise your health and wellbeing. For further information visit their website www.wellonline.co.uk . **Username:** URlogin **Password:** wellbeing, or phone 0800 085 1376.

You can complete the 'Managing Stress' on-line training module:

<http://www.reading.ac.uk/internal/humanresources/people-development/humres-people-development.aspx>

You can also visit the Supporting You webpage and find information on H.A.R.C (Health Advocacy Respect and Care) and Harassment Advisors:

<https://www.reading.ac.uk/internal/staffportal/supportingyou/sp-supporting-you.aspx>

The HR Partner/Advisory team provides managers and employees with specific support and guidance about how best to manage each individual case. They can talk through the different options available and guide you through the right approach, as well as providing advice on making a referral to Occupational Health, on the counselling support available and on the appropriate training courses available.

You and your manager may agree that a referral to the University's Occupational Health service would be helpful. They can provide you with specific advice and guidance on how to manage stress, they can also provide advice and guidance to your manager. It is usual that Occupational Health will make an appointment to see you in person and you and your manager will both be sent a copy of a management report after this appointment. Depending on the situation, the management report may include advice and guidance on managing your return to work from sickness absence, advice and guidance on workplace adjustments and on any other issues that have been raised by either you or your manager.

4.6 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, work with certain chemicals 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 in the University Safety Note 27 (downloadable from the H&SS website).

As soon as you become aware you are pregnant you MUST inform your Line Manager so a risk assessment can be carried out as soon as possible. You will need to give permission for the Executive Administration Manager to receive the electronic copy so it can be saved on to your electronic personnel file.

4.7 Work outside normal office hours

SWIPECARDS are issued by Human Resources. See the Building Support Officer to gain 24/7 access to the appropriate buildings.

Normal office hours in SMPCS are 0800-1830 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.

Supervisors are responsible for ensuring the student/member of staff is competent to work alone and request the WONHv1 form available from the HSC. (*High risk work only*)

It is MANDATORY that high risk work is conducted in pairs with a responsible person in case emergency assistance is required. A responsible person is classed as a member of academic, academically-related or technical staff. Certain high risk work is not permitted to be carried out after hours.

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 foyer of each building. 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 (**ext. 7799**) for advice.

4.8 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 the Health and Safety Coordinator then logged with Estates and Facilities.

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, convectors 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.

Electrical circuits must not be overloaded by the use of adapters or extension leads to serve a number of appliances. Plugs must be correctly fused for the power rating of the appliance, and plug cables should be securely fixed by cable clamps. Amateur repairs on electrical equipment **MUST NOT** be attempted.

4.9 Display screen equipment (DSE)

All School staff and postgraduate students 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. DSE Assessors for SMPCS are:

Computational Sciences – Pauline Wayman

Maths and Stats – Brigitte Calderon

Meteorology – Julia De Faveri, Nicola Robinson, Wendy Neale, Dawn Turner

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' available from the HSS webpage.

http://www.reading.ac.uk/web/files/health-and-safety/Bo4657_DSE_leaflet_WEB.pdf

If you experience health problems that may be due to DSE work, you must report this to your DSE Assessor who will come and assess your workstation. Depending on the issue they may have to contact your line manager to refer you to Occupational Health.

4.10 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 from the porters to move heavy or unwieldy items.

If the building has a lift, this 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'. http://www.reading.ac.uk/web/files/health-and-safety/Bo4658_Manual_Handling_leaflet_WEB.pdf

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.

4.11 Work off campus

Sometimes work 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**
- **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.

See your HSC if you need further help and advice about health and safety risks.

4.12 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. Lone working is not advised for staff and students conducting fieldwork.

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**. Staff must ensure they have completed a risk assessment and briefing session with the students before the trip commences and received all indemnity forms and the signature sheet.

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.

As representatives of the University of Reading, all participants in Field Classes and independent Field Work **MUST** observe the highest standards of behaviour at all times; conduct themselves with consideration for others, particularly in hotels or other accommodation, and not damage property in any way. For example, climbing over walls, damaging the contents of the accommodation or the fabric of the buildings, leaving gates open and trampling crops, is deemed as unacceptable behaviour.

Please observe the following:

- You should **NEVER** undertake Fieldwork alone.
- **Respect** local customs and values
- **Do not** disrupt or antagonise local communities
- Follow the Countryside Code at all times.
- **Do** observe conservation requirements
- **Do not** collect specimens unless for serious study
- **Do not** disturb living plants or animals
- **Do not** hammer rock outcrops casually or indiscriminately
- **Do not** leave litter
- You must be fit for travel and be able to cope with the conditions likely to be encountered.

- The law of Trespass and the regulations of the Occupiers Liability Act 1984 **require permission, preferably in writing**, to enter private property in England and Wales.
- Please consider the effect of late nights and alcohol on your ability to carry out work in the field, as well as on your behaviour towards other members of the group.
- Anyone found to be under the influence of illegal substances will be dismissed.

STUDENTS FAILING TO MEET ANY OF THESE REQUIREMENTS DURING A FIELDCLASS WILL BE DISMISSED.

There is considerable potential for accidents to occur during leisure time, for a variety of reasons. You may get lost or engage in hazardous activities such as swimming alone or climbing cliffs. The abuse of alcohol during leisure time can be a problem leading to dangerous pranks, becoming unfit to drive, carry out their fieldwork tasks, or else, may provoke the aggressive attention of local inhabitants.

The University's 'duty of care' for its staff and students does not extend to their leisure time (although they will be covered by insurance during this time). Students over 18 are not held in *loco parentis* by their supervisors. They must understand that they are expected to behave responsibly and sanctions will be imposed against them if they behave irresponsibly (e.g. Termination of their fieldwork).

4.13 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).

Driving a minibus - 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.

SMPCS have a local policy that requires all staff and PhD students to complete a Driving for Work Policy check sheet to ascertain if they are to be classed as 'University Drivers', if they are they will be expected to complete the online training module via Cardinus.

Anyone who will need to drive the departmental vehicle or routinely hire vehicles via the University's suppliers will be classed as 'University Drivers'. All new members of staff and PhD students will need to complete the form at induction.

4.14 International travel

For every trip abroad you must complete the general details form in section 1 of the School Travel Form and the risk profiling tool in section 2.

If the risk profiling tool suggests your trip is low risk you **will not** need to complete the risk assessment and Travellers Checklist and you can go ahead and book your travel as normal. If it suggests medium or high risk **you will need to complete the risk assessment and Travellers checklist. Seek assistance from the HSC if unsure.**

In all instances you **MUST** check the FCO website for travel advice. <https://www.gov.uk/foreign-travel-advice> and the AIG website.

<https://travelguard.secure.force.com/TravelAssistance/TGPreLoginHomePage?PL=AIG%20UK>

You must ensure you complete the on-line travel form on the University Insurance webpage for all overseas travel: <http://www.reading.ac.uk/internal/finance/Insurance/fcs-ins-business.aspx>

Failure to do this will result in expenses not being paid. Students must complete their form via RISIS.

Help when travelling/making a claim:

Emergency medical and travel assistance 24/7 Tel: +44 (0) 2086 084 100

Email: rsa@healix.com

[Medical Insurance Template with Card](#)

[A Guide to Healix Travel Oracle Mobile App](#)

[RSA LUPC Group Personal Accident and Business Travel Policy](#)

PLEASE NOTE: If you decide not to follow the FCO advice and not have immunisations etc. the trip will automatically be deemed high risk and you will need to complete the Risk Assessment and Travellers checklist and receive Head of School approval. You will then need to sign the declaration at the end of section 2. **You will still be covered by the University Insurance.**

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. If you disregard the advice of your GP or other

medical professional in regards to vaccinations etc. by **not** taking them, you will not be covered on the insurance.

If you are conducting fieldwork you must complete 'Form E Overseas Travel Risk Assessment' form.

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. A risk assessment and reasons for travel must be completed. In locations where the FCO advises ESSENTIAL TRAVEL ONLY, travel must be approved by Head of School.

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 and in some cases a written note from your Doctor. Please note that medication in some countries is illegal. Check the FCO website beforehand. You may need special permissions if it is prescribed medication.

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

4.15 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.

4.16 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

Your Line Manager will inform you of the locations of the facilities 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 online at http://edmsapp1:2000/_layouts/15/Loghelpdeskcall/logcall.aspx or by telephoning ext. 7000 or emailing fm-help@reading.ac.uk. **If it is a potential emergency such as a suspected gas leak, 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 (ext. 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 <http://www.reading.ac.uk/cleanandgreen> 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 Head of School and HSC if you wish to bring your children into the workplace e.g. for a social visit.**

The parent or guardian must exercise adequate 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.

A risk assessment must be completed before a child is brought into a School building. There are three available on the School’s web page <http://www.smps.reading.ac.uk> for children aged 0-2, 2-12 and 12-16. Return completed forms to the HSC.

Children are not permitted in laboratories and workshops or any other 'high hazard' area.

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/internal/health-and-safety/hs-home-2.aspx>. 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.