

Departmental Handbook

Version for General Departmental Users

Introduction

The Department of Psychology operates its Health and Safety Policy in conjunction with that of the University. This booklet is a summary of the safety policy and procedures in the Department and should be used as guidance so that you can decide what you need to do to comply with safety requirements. It is also to inform individuals of their responsibilities and advise them where to obtain further information. The University Health and Safety Code of Practice is available either as a booklet from the Departmental Administrator (Julia Poole: j.poole@shef.ac.uk) or online at: <http://www.shef.ac.uk/safety/codes.html>

Departmental Policy Statement

The Head of Department and Psychology Management Group are committed to safeguarding, as far as is reasonably practicable, the health, safety and welfare at work of all its staff, students and visitors.

The Department's Management Group is responsible for setting policy on safety matters acting on advice from the Departmental Health & Safety Committee which is also responsible for the implementation of such policy. The policy will be continually reviewed and developed as current legislation changes and new legislation introduced. The management group will provide, wherever possible, the necessary resources to maintain and improve safety.

The Head of Department accepts ultimate responsibility for safety in the Department but all staff and students have a legal obligation to act in a responsible manner regarding safety in their work. It is expected that anyone in a supervisory role will take responsibility for the safety of those in their charge. Some members of staff also have specialist responsibilities in particular areas.

Safety is the responsibility of all. Every individual who supervises or controls an activity is responsible for ensuring that the activity is conducted safely. It is they who are responsible for ensuring a suitable and sufficient risk assessment is performed, that significant findings are recorded, that appropriate control measures are introduced and that such risk assessments are reviewed as necessary.

The provision of this Safety Manual to all staff and students within the Department is one indication of our commitment to communicate on health and safety issues. All who work within the area are encouraged to have an input into safety policy by raising issues with their supervisors, Safety Committee representative, via Staff Meetings or at the Staff/Student Committee. It takes a commitment from each individual to maintain a safe working environment for all.

Departmental Health & Safety Committee

A Safety Committee has been appointed which represents sections of the Psychology Department. Its composition is as follows:

Dr Paul Overton	Chair and Deputy Head of Department
Mrs Natalie Kennerley	Departmental Safety Officer
Dr Richard Rowe	Psychology Academic Representative
Mrs Carole Gillespie	Representative of Clinical Psychology Unit
Mrs Marion Simkins	Secretary to Committee and Trade Union Representative
Mr Andy Ham	Psychology Workshop Representative

The terms of reference of the Committee are laid out in the University's Code of Practice and are governed by being a Type 1 Department. The Committee should meet three times a year and receive reports on safety matters and departmental inspections. It also considers any incidents resulting in injury and reviews safety training. The Committee prepares policy proposals for consideration by Head of Department and reviews existing practices. The Committee reports directly to Head of Department and Staff Committee. Minutes from the meetings are available in the Virtual Office.

Other Individuals with Special H&S Responsibilities

Display Screen Equipment	Mr Alan Grundy,	Ext 26530	Email: psy-it-support@
Display Screen Equipment	Dr Len Hetherington	Ext 26532	Email: L.Hetherington@
Electrical Equipment Testing and Workshops	Mr Andy Ham,	Ext 26542	Email: psy-workshop@
MRI Facilities and Workshops	Mr Michael Port	Ext 26542	Email: psy-workshop@
Third Floor	Mrs Marion Simkins	Ext 26555	Email: M.Simkins@

Fire and Emergency Procedures

FIRE

It is essential that all personnel are familiar with the fire procedure for every building in which they work. Fire action notices are displayed in all buildings.

Reporting a fire

Most of the buildings are fitted smoke detectors in each room which if activated, will trigger the alarm. If anyone discovers a fire and the alarm has not sounded then they must:

- Raise the alarm by breaking a red fire alarm call point or by shouting "FIRE".
- Call the Control Room by telephoning 4444 on a University internal telephone.
- Report the exact location of the fire, whether there are any casualties, and whether there are any special hazards.
- Control Room will then call the Fire Service.
- Only if it is safe to do so should the fire be tackled with an appropriate fire extinguisher. Human safety must come first. If the fire is to be left, all doors should be closed to prevent its spread.

Evacuation

When you hear the continuous fire alarm you should immediately leave the building by the nearest exit, which may be an emergency exit. You must not use the lift while the fire alarm is sounding. You should then proceed to the evacuation assembly point which is at the Goodwin Sports Centre. You may not re-enter the building until the Fire Service has informed a building representative that it is safe to do so, even though the fire alarms may have been silenced.

People with Disabilities

A Personal Emergency Evacuation Plan (PEEP) will have been agreed between the DSO and any new member of staff or student with a disability during their induction period. In the event of an emergency, any person with a disability may require additional help.

Fire Alarm Testing

It is usual for the fire alarms in the buildings to be tested once a week at a regular time. The alarm will sound for approximately 30 seconds and there is no need to evacuate the building. If the alarm continues to sound for longer than 30 seconds then evacuate the building and assemble at the Goodwin Centre.

Fire Doors and Escape Routes

Circulation spaces are vital escape routes in the event of fire or other emergency. These areas must be free of furniture, equipment, cardboard boxes or anything else that would impede the escape route and access in an emergency. It is particularly important that flammable materials are not placed in these areas as thick smoke from e.g. foam upholstery on chairs, would soon fill the corridors and render visibility a major problem. The buildings are fitted with systems of fire doors which will retard the spread of a fire long enough to achieve a total evacuation of the building. If, however, the fire door has been wedged open this containment measure will be lost, allowing flames and smoke to spread. Always shut the door of the room you are leaving when you evacuate the building. Doors which are held shut by an electromagnetic will automatically release when the fire alarm sounds.

Fire Training

All staff and postgraduate students must undertake fire training once per annum. After an initial attendance at a Fire training lecture, subsequent training can be done using the web based training

package. The dates of the fire training lectures can be found on the Safety Services website. To find out when you last did your fire training go to: <http://www.shef.ac.uk/firetraining/> and do a name search. In order to complete the on-line training go to <http://www.shef.ac.uk:80/firetraining/online.do> and click on to the website address at the bottom of the page. The Login is sheffieldun and the Password is fire.

OTHER EMERGENCIES

If the Ambulance or Police are required, then the Control Room must be contacted on telephone 4444. The staff there will alert the appropriate emergency service so it is essential that the person gives clear, concise information – name, telephone number, room number, name of building and details of the incident.

In the event of a security incident, telephone extension 24085 to call the security staff.

Accidents, Incidents and Injuries

The general principle for handling any accident is as follows:

- Ensure that the situation is safe to approach. If it is possible to safely **remove the source of an ongoing hazard** (electric current, broken glass, leaking gas etc.) then do so first. If unsafe, and it is still impossible to make safe with no risk to yourself, call for immediate professional help (tel no 4444).
- Give first aid to any casualties. Make sure casualties are safe, then administer immediate first aid if appropriate, following the guidelines covered in your "out of hours" training. Even simple measures can save life.
- Summon assistance. If you have not had out of hours basic first aid training, or separate first aid training you should seek the help of a First Aider or someone who has. First aid boxes can be found in various locations around the buildings. They contain the names and contact numbers of trained First Aiders.

Incident reporting

All incidents should be reported within 24 hours, to the University's Safety Services using an Incident Report Book. One book is kept in porter's lodge in the Psychology Main Building. Incident If a casualty requires hospital attention then University Safety Services must be informed immediately by phone on 26100 (during working hours) or via the Control Room on 24085 (24 hr) who should be asked to pass on the details to a member of Safety Services staff. Safety Services must also be informed if by telephone if an employee has been off work (or employed on restricted work) for more than 3 days as the result of an accident at work.

Near-misses

If you have encountered a 'near-miss' or something that you think constitutes a safety hazard, then please inform an appropriate person, such as a senior member of support staff or the DSO. You can talk to one of the Health and Safety Committee, in confidence, if preferred. This will enable the Department to improve on its procedures.

Occupational ill-health

Where a person suffers from ill-health which they believe may be caused by, or related to, their employment in the University, they may consult the Staff Occupational Health Unit who can provide guidance or advice. (www.sheffield.ac.uk/hr/services/sohs)

First aid training

The University holds regular first aid training courses. "First Aid at Work" takes either one full week or a half-day per week throughout one term. A shorter "Appointed Persons" course is available and basic level is included in the "Out-of-Hours" training. It is suggested that all staff familiarise themselves with at least a basic level of first aid training to gain the confidence to act sensibly in the event of an accident. Details of courses will be circulated or can be found at: <http://www.shef.ac.uk/safety/training/courses.html>.

Supervision of Students

Universities have a legal duty to ensure that students are adequately supervised at all times to ensure their health and safety. This duty is delegated to the Head of Department who in turn should ensure that sufficient academic and research staff are appointed to supervise the day-to-day teaching and research in their department. It is not sufficient to assume that students "ought to know what they are doing".

Each member of staff responsible for students should ensure that:

- The work of students in their charge is carried out with a minimum of risk and with adequate supervision.
- Adequate supervision, particularly for postgraduates does not necessarily mean constant attendance but does require active, regular monitoring.
- Student projects are properly assessed for risks, for compliance with the law, relevant Codes of Practice, University local rules and existing departmental procedures. Appropriate control measures are identified and implemented.
- Safe working procedures are agreed and recorded. Copies of all relevant safe-working procedures should be provided to the student.
- The student understands that variations from procedures must be authorised by the supervisor before further work starts.
- That all new equipment is safe and that the students are trained in its use.
- No undergraduate student is permitted to carry out experimental work (either during the day or out-of-hours) except under supervision.
- No undergraduate student is normally allowed to work out of hours.
- Unless specifically trained to do so, no-one attempts to repair or modify electrical equipment or other apparatus belonging to the department.
- The specific requirements needed for carrying out laboratory based work are fully complied with. All necessary training is given, all work is risk assessed and the necessary safety procedures are written down. Risk assessments and review forms should be countersigned by the supervisor to verify completeness and should be reviewed annually.

Working Out of Hours

Normal working hours are between 0700 and 1800 hours, Monday to Friday, although the front door of the main Psychology Building may be locked earlier when the porter starts his evening rounds. Outside of these times, including weekends and when the University is formally closed, is considered out of hours. Undergraduates are not permitted to work out of hours unless under the direct supervision of a member of staff who has permission for out of hours working.

The work which can be undertaken out of hours is restricted to library work, computing, writing reports and making non-risk observations. No practical or experimental work should be performed where there is a risk of personal accident or injury. No-one should work alone in a laboratory out of hours.

Anyone working out of hours must:

- Have the written permission of their Deputy Head of Department and, in the case of students, their supervisor
- Know the emergency procedures
- Have undertaken fire training in the past year

Members of staff must have attended an out-of hours elementary safety training session during the past three years or have a current approved first aid training certificate. (These sessions are run by Safety Services and require pre-booking). Postgraduate students can complete online out-of-hours training without the need to attend an initial training session. <http://www.sheffieldooh.com/>
Logion is: sheffielddun Password is: ooh

- Know what to do in the event of an accident or emergency, including the importance of accident reporting
- Have sufficient competency in the English language to be able to communicate in an emergency.

Individuals fulfilling the conditions above can apply to have their U card activated for access or for the issue of keys, by completing the "Permission for out of hours working" form (Appendix A) and returning it to Marion Simkins.

A signing in/out system must be used by everyone outside normal working hours and the book is kept in a convenient place near the entrance to the buildings. This enables anyone in the building in the event of an emergency to be readily located. Remember to sign in if you remain in the building after 6pm.

Failure to comply with these requirements may result in withdrawal of authorisation to work outside normal working hours.

Lecture sessions and classes after normal working hours must be notified to the porter's lodge and the lecturer should sign in and out on behalf of their class for whom they will be responsible in an emergency.

Access to buildings during official closure

Written permission is required from Deputy Head of Department if you wish to enter any of the University's buildings during times of official closure. Only those people qualified to work out of hours will be eligible and the reasons for access may be scrutinised so that only those whose access is essential granted permission. Staff will be informed prior to closure and will need to complete the "Access during closure" form (Appendix B) for submission to Deputy Head of Department.

VISITORS AND SERVICE CONTRACTORS

Members of the Department who invite or receive visitors are responsible for their safety, and for ensuring that they are given relevant information about hazards they may encounter. This applies to **all** visitors, including UCAS candidates, academic visitors, contractors, service engineers, sales representatives or casual visitors.

As a minimum **all** visitors should be informed of the **Fire and Emergency Procedures**.

Short term visitors should be supervised at all times.

Long term visitors

Visitors who wish to use laboratory equipment in a department must first obtain permission from the Head of Department. The person in charge of the laboratory must be informed and all work must be done under supervision and in accord with the university Health & Safety Code of Practice and any local departmental rules.

Out of normal hours

Heads of Department or nominated officers, must give permission for accompanied visitors to enter the department outside normal hours. Permission must be sought in advance during the normal working day. Visitors must sign their names in the "Out of Hours" register and signify their status as "Visitor". Staff or students who take visitors into departments outside normal working hours must supervise their visitors closely throughout the period of their visit. Visitors are not permitted to enter laboratories or other high risk areas.

Portable Appliance Testing (PAT) and Electrical Safety

By law all portable electrical equipment used in the University should be tested and labelled by a competent person to indicate that it is safe to use. This PAT testing is done at regular intervals and includes assessment of cables, fuses, connectors etc, earth continuity and insulation resistance. The PAT testing work is organised by Andy Ham in the Workshop, a.ham@sheffield.ac.uk or telephone number 26542. Records of all equipment tested have to be kept by the department.

Before using electrical equipment it is the users responsibility to check that it has been tested and the 'next test due' date on the label has not been passed. As there are numerous pieces of electrical equipment in the department which are stored in cupboards it is possible that some of these may have not been tested if they have not been in use for a while. A piece of untested equipment must never be used until it has satisfactorily passed inspection.

Any personal electrical appliance which is brought in to the department must be tested before it is used, as must any new piece of equipment which is purchased, including computers.

Only trained and competent persons may carry out repairs and adjustments to electrical equipment or machinery. Defective items, including plugs and leads should be reported at once to the person responsible for initiating repairs. If possible put a label on the equipment indicating it is faulty to prevent its use by someone else.

Where it is necessary to connect more than one piece of equipment to a single mains outlet, a properly manufactured distribution board (not a multi-way adapter) incorporating a 13 amp fuse must be used. If in doubt ask for advice from the Workshop.

Display Screen Equipment

Work with visual display units (VDU's) or display screen equipment (DSE) is covered by the Health and Safety (Display Screen Equipment) Regulations 1992. The regulations apply where staff regularly use DSE as a significant part of their normal work. The University's guide to the definition of a 'user' is someone who operates display screen equipment for at least 2 hours per day, averaged over a normal working week.

Other people, who use DSE only occasionally, or who have an intensive period of use followed by little use in subsequent weeks, are not covered by the requirements in the regulations. However, the University still has a general duty to protect them under other health and safety at work legislation and would recommend that their workstation is assessed..

The Regulations do not give detailed technical specifications, but instead give more general objectives.

1. The workstation needs to be assessed to make sure that the equipment is properly adjusted.
 - Ensure that your lower back is well-supported by adjusting the seat back height.
 - Adjust your chair seat height so that your forearms are level when using the keyboard.
 - Make sure that the leading edge of the keyboard is at least 8-10cm away from the edge of the desk.
 - If you use a mouse, have it far enough away from the edge of the desk so that your wrist is supported whilst you use it.
2. Arrange your desk and computer to avoid glare or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights.
3. Don't sit in the same position for long periods. Make sure you change your posture as often as practicable but do not lean to one side or the other.
4. Take regular breaks from display screen work. The experts recommend that you should take at least 10 minutes off every hour.

The reason for the Regulations is that a small proportion of DSE users suffer ill-health as a result of their work. Some users may get aches and pains in their hands, wrists, arms, neck shoulders or back especially after long periods of uninterrupted DSE work. This group of conditions are usually referred to as 'upper limb disorders'. If anyone thinks that they are experiencing such complaints then they should contact a departmental Display Screen Assessor or they can get advice from the Staff Occupational Health Unit.

There is a very useful HSE leaflet called "Working with VDUs" which can be downloaded from their website: <http://www.hse.gov.uk/a-z/v.htm#vdu>.

There is also a website at <http://www.rossiterandco.com/VDU-health-and-safety/index.htm> which will give online tuition in the DSE requirements in the workplace.

General Risk Assessment

The law requires that all activities that take place in the Department must be assessed to identify any hazards that pose a safety risk. This means that everyone in the Department is responsible for assessing, or contributing to the assessment of their work to identify any risks involved and to develop procedures to minimise those risks. A risk assessment should also be undertaken when staff or students are going to undertake work outside the Department in order to ensure the safety of the individual.

With any risk assessment the important thing to decide is the balance between the **hazard** which exists and the **risk** that something may actually happen.

- **Hazard** means anything that could potentially cause harm (eg chemicals, lifting, working from ladders, working alone).
- **Risk** is the likelihood that the hazard will happen.

In the Department Risk Assessments are divided into 2 kinds:

- Those which involve **COSHH** – Control of Substances Hazardous to Health which are created by people carrying out work in the workshops or the laboratories.
- General risk assessments for those procedures and situations not covered by COSHH.

The general principles of risk assessment can be summarised as follows:

- Look at the hazards in your area of work, particularly those that could cause serious harm (eg anything involving electricity, heavy lifting, heat, chemicals, trip hazards such as trailing cables).
- Decide who might be harmed and remember that this could include cleaners, security personnel and contractors, as well as people normally working in the area.
- Evaluate the risks arising from any significant hazard identified, decide whether existing precautions are adequate or whether more may be needed. Check if there are any special legal requirements relating to the situation. The aim is to get to a position where the risk has been reduced to low and the precautions taken are reasonable.
- Record your findings when a significant hazard has been identified. List what checks were made, identify who is at risk and indicate what steps have been taken to reduce or eliminate the risk. The person doing the assessment should keep records, a copy given to

the Departmental Safety Officer and copies to anyone else who may be at risk. Forms can be found on the Safety Services website at <http://www.sheffield.ac.uk/safety/riskass> .

- If there is any change in procedure, or materials used or legislation then a new assessment must be made.
- If a risk assessment has already been completed for the particular hazard and it still covers the procedures/substances satisfactorily, then another does not need to be done.

Experimenter safety

Students and staff in the Department of Psychology will frequently be involved in projects that involve experimenters collecting data from participants. For example, these projects might include collecting data for laboratory classes in taught modules, for Level 3 dissertations, or for postgraduate research. The participants could include other Psychology students, students in other departments, friends and acquaintances outside the Department or members of the public. The research might take place on University premises, or in other organisations (eg schools, hospitals or companies), or might be conducted in public places. Supervisors and students must consider the potential risks to researchers in any empirical research. Supervisors and students must be familiar with the guidance and advice provided by Safety Services about conducting research, especially when the experimenter is working alone.

See <http://www.sheffield.ac.uk/safety/guidance/loneworking.html>

The Experimenter Safety forms should be completed and submitted at the same time as ethical approval forms. The forms can be found at

<http://www.sheffield.ac.uk/psychology/research/ethics.html> .

Asbestos in Buildings

Asbestos was extensively used as a building material in the UK from the 1950's through to the mid-1980's. It was used for a variety of purposes and was ideal for fireproofing and insulation. Any building built before 2000 can contain asbestos and because of this the University has an Asbestos Management Policy and Procedures. The University has an explicit duty to assess and manage the risks from asbestos and to fulfil this duty an asbestos survey has been conducted. Any asbestos found has been logged on the Asbestos register and is audited at regular intervals. As long as the asbestos-containing material remains in good condition and is unlikely to be damaged the University policy is for it to remain in situ and therefore around some buildings you may see small black and red labels with a white 'a'. This is a warning that the material contains asbestos and should not be disturbed in any way without advice having been sought from the Asbestos Manager in the Department of Estates. It should be remembered that asbestos materials in good condition are safe and it is when the asbestos releases fibres from damaged materials that it becomes dangerous.