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<td>ScHARR Inductions</td>
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UNIVERSITY of SHEFFIELD

SCHOOL OF HEALTH AND RELATED RESEARCH, HEALTH AND SAFETY POLICY

1 School of Health and Related Research
Health and Safety Policy Statement

In view of its size and risk potential, the School is classified as a Type 2 Department. It is the Policy of the School of Health and Related Research under the management of the Dean:

- maintain a safe and healthy working environment, promote safe methods of operation and ensure that minimum legal standard of health and safety is achieved;

- bring to the attention of all employees, students and visitors their health and safety responsibilities within the School, ensure continuing development of health and safety awareness and promote an attitude of safe working within the School;

- provide necessary information, instruction, training and supervision, to ensure the health and safety of employees at work, ensure continuing development of health and safety awareness;

- encourage discussion between management and employees on safety, health and welfare matters. Ensure that a School Health and Safety Committee is convened, and that quarterly safety meetings are used as a forum by all staff for health and safety issues. Health and safety will form a standing agenda item at Exec Group meetings. The Health and Safety Committee meetings will make recommendations to the Dean of the School who will take executive action as appropriate;

- treat students on placement within the School as University employees for the placement period;

- Ensure all students within the School receive appropriate training to complete their studies safely, as determined by the assessment of risks inherent to the School.
• appoint a Departmental Safety Officer who will receive appropriate training to assist and advise the Dean of the School on the management of health and safety matters;

• appoint Section Safety Officers as required within the School;

• ensure immediate and accurate reporting and investigation of accidents and incidents;

• comply fully with the requirements of the University Health and Safety Policy and Arrangements.

Policy Implementation Date: April 2019

Date for Policy Review: April 2020

Signed:

Dean
School of Health and Related Research.
2 Statement of Health and Safety Responsibilities

2.1 Dean of School – John Brazier

The Dean of School has ultimate responsibility for health and safety within the School of Health and Related Research. To achieve this, they will ensure that the School Health and Safety Policy is adopted and fully implemented, that safety procedures are published for staff, students and visitors that a School Safety Officer is nominated. Full responsibilities are defined in the University Health and Safety Policy and Arrangements.

2.2 Departmental Safety Officer – Cheryl Oliver

The Dean of School will appoint a Departmental Safety Officer (DSO) whose primary task will be to act as liaison officer between the School and the University Health and Safety Department and to advise the Dean on health and safety matters as they relate to the School.

Current DSO for School of Health and Related Research is Cheryl Oliver

2.3 All Supervisory Staff/PIs

Supervisory staff/PIs will:

• be fully familiar with the School and the University Health and Safety Policies and understand and apply them within all areas of their responsibility;

• ensure that their staff operate in accordance with the University Health and Safety Policy, as relevant to their work and that staff will have sufficient training/instruction relative to the risks they take to ensure safe working.

• conduct risk assessments and implement adequate control measures on the significant hazards associated with the work. They will also ensure that all those affected by the work are aware of and have access to the risk assessments.

2.4 All Employees

The Health and Safety at Work Act 1974 states that EVERYONE has a responsibility for safety. It is important that everyone appreciates the extent of their responsibilities, namely that they:

• shall make themselves familiar with the Health and Safety Policies of the University and of the School, and shall be fully familiar with sections of these policies which directly affect their particular activities;

• shall accept individual responsibility:
to take all reasonable care for the health and safety of themselves and of any other person who may be affected by their acts or omissions;

• to co-operate with their line manager and other University officers so far as is necessary to enable the University and School to comply with all legal duties;

• shall report to supervisory staff any accidents or dangerous occurrences, whether or not injury is sustained, and any unsafe practices; and shall report systems of work or conditions which they consider may create risks to their own health and safety or damage to equipment and premises;

• shall not, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of health, safety or welfare;

• shall conform to all instructions, written and oral, given to ensure their personal safety and the safety of others;

• shall attend training courses designed to further the needs of health and safety as required;

• must complete a Risk Assessment in advance of booking for travelling to any other countries outside of Europe or countries/areas deemed unsafe by the FCO;

• **complete an online travel log when travelling outside of the UK** (For ALL travel outside of the UK please complete the short travel log (only one log needed for group travel) Travel Log. If travelling within the UK, and you choose not complete the travel log, please update your google calendar accordingly (only one log needed for group travel with nominated person or trip leader).
3 Implementation and Monitoring of the School Health and Safety Policy

This Section provides details of the organisation for, and general implementation of the School Health and Safety Policy, together with details of the process of monitoring and reviewing the Policy.

3.1 School Health & Safety Committee

The primary vehicle for all health, safety and welfare matters is a School Health & Safety Committee. The Committee will be representative of all categories and grades of staff and sections. Every member of staff will have the opportunity to have issues raised/discussed at the Health and Safety Committee meeting via their representative. Minutes of the meeting will be made available to all staff via the ScHARR homepage. Where issues are not resolved to staff satisfaction these can be referred on to the University Health and Safety Department. The committee will normally meet every 3 months, unless there are exceptional circumstances.

Members of the Health and Safety Committee and Remit of the Committee can be found here.

3.2 Safety Audits and Inspections

Safety Audits and Inspections form a key tool in monitoring the effective application of the School Policy:

- Health and safety audits are the responsibility of the University’s Head of Health and Safety; who will enlist members of the team with relevant expertise to carry out audits in a timely manner.
- Health and safety audits will provide assurance on School compliance to University Health and Safety standards.
- Safety inspections/spot checks of the areas occupied by Sections will be carried out on a regular basis by Departmental staff who will undertake informal walkabouts of their areas to identify hazards. Informal inspections/walkabouts will be carried out on a regular basis approximately every six months.
- Formal inspections will be carried out by the Department on an annual basis. The DSO will arrange to meet with your Section Safety Officer with a Health and Safety proforma and held electronically for 5 years. Any actions will be followed up and addressed within 4 weeks. The results will be reported to the Dean of School.

3.3 Review of the Departmental Health and Safety Policy

The School Health and Safety Policy will be reviewed by the DSO on an annual basis and submitted to the Departmental Health & Safety Committee for discussion. It will be reviewed, as necessary, to ensure consistency with University Policy.

The date of the next review will be January 2020
4 Specific Procedures for health and safety within Department.

4.1 Display Screen Equipment Assessments

The Display Screen Equipment Regulations, 1992 apply to a display screen ‘user’ defined as an employee who habitually uses DSE as a significant part of their normal work. Where this criterion applies employers are required to assess DSE and workstations to reduce any health risks; to plan DSE work so that there are breaks of activity; and to provide information and training for users. In addition, users are entitled to eyesight tests should they prove necessary. Specific procedures relating to the safe use of DSE are:

- Within one month of joining, all new staff will be made aware of the DSE Policy and how to obtain it and will undertake the online training programme in relation the use of DSE equipment.

- Staff experiencing a problem using DSE equipment must inform their Section DSE Assessor or DSO and line manager as soon as possible to enable action to be taken.

- After completion of the online DSE training package, the certificate will be valid until a significant change is made i.e. a change/move of desk/repeated once corrective equipment has been installed.

School DSE Assessors:

<table>
<thead>
<tr>
<th>CRG</th>
<th>Cheryl Oliver</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTS</td>
<td>Karen Beck</td>
</tr>
<tr>
<td>HEDS</td>
<td>Marianne Lewis</td>
</tr>
<tr>
<td>HSR</td>
<td>Hannah Pinnock/Joanne Turner</td>
</tr>
<tr>
<td>PH</td>
<td>Sue Wilson/Catherine Grinold</td>
</tr>
<tr>
<td>PGRs</td>
<td>Cheryl Oliver</td>
</tr>
</tbody>
</table>

4.2 Portable Appliance Testing

The Electricity at Work Regulations, 1989 set out essential safety principles for working with electricity and the principal requirement is that all systems and equipment be constructed and maintained, so far as is reasonably practical, to prevent danger. Regular inspection and testing of systems and equipment is an essential provision of the Regulations.

Dean of the School shall be responsible for ensuring that:

- All electrical equipment in their School is tested on a risk basis. This may be carried out by the University central service provided by EFM on an annual basis.

SchARR Visual Inspectors:

Mark Tinker – IT Equipment
Please make your Section Manager aware of any items that are new and require Visual Inspection or you have items that may have been brought in from home. Electrical item should not be used unless a visual inspection has been carried out. Any item being scrapped must be removed from the Asset Database and disposed of through the University Waste and Electrical and Electronic Equipment (WEEE) system.

4.3 Risk Assessment

The Management of Health and Safety at Work Regulations, 1992 require employers to assess the risk to the health and safety of their employees (and anyone else who may be affected by their activities) and make arrangements for putting into practice any necessary preventative and protective measures.

Risk assessments of work activities within the School will be carried out by the person directing the work or in control of the area. Where the risk assessment is performed by another individual it will be reviewed and signed off as approved by the responsible person and records will be accessible by all those affected by the work.

Each Risk Assessment should be signed off with the Section Safety Officer or DSO via the Health & Safety Committee. Risk assessments must be reviewed

- if there is significant change in the matters to which it relates to
- if there is reason to suspect that it is no longer valid
- at least annually

A more detailed School Risk Assessment Policy is available here.

4.4 Fire Safety

There will be at minimum two nominated fire marshals for each level in all relevant buildings and the School H&S committee will nominate Fire Marshals who will undertake the online training which can be found at https://hs.shef.ac.uk/. All staff within the School will carry out the online Fire Safety training on an annual basis.
Current Fire Marshalls and Door Guards:

**Regent Court**

<table>
<thead>
<tr>
<th>Name</th>
<th>Room/Section</th>
<th>Not available</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katie Biggs</td>
<td>DTS 2028</td>
<td>Not available</td>
<td><a href="mailto:c.e.biggs@shef.ac.uk">c.e.biggs@shef.ac.uk</a> 26128</td>
</tr>
<tr>
<td>Nikki Croft</td>
<td>CRG 1031</td>
<td>Monday &amp; Friday</td>
<td><a href="mailto:n.a.croft@shef.ac.uk">n.a.croft@shef.ac.uk</a> 20891</td>
</tr>
<tr>
<td>Vera Fibisan</td>
<td>HSR 3011</td>
<td>Monday &amp; Tuesday</td>
<td><a href="mailto:v.fibisan@shef.ac.uk">v.fibisan@shef.ac.uk</a> 20824</td>
</tr>
<tr>
<td>Martin Fox</td>
<td>PH G033a</td>
<td></td>
<td><a href="mailto:m.h.fox@sheffield.ac.uk">m.h.fox@sheffield.ac.uk</a> 25153</td>
</tr>
<tr>
<td>Catherine Grinold</td>
<td>PH 2037</td>
<td></td>
<td><a href="mailto:c.grinold@shef.ac.uk">c.grinold@shef.ac.uk</a> 20811</td>
</tr>
<tr>
<td><strong>DOOR GUARD</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ann Hilton</td>
<td>HEDS 1020</td>
<td>Alternate Wednesdays &amp; Fridays</td>
<td><a href="mailto:a.hilton@shef.ac.uk">a.hilton@shef.ac.uk</a> 20716</td>
</tr>
<tr>
<td>Nick Latimer</td>
<td>HEDS 2029</td>
<td></td>
<td><a href="mailto:n.latimer@shef.ac.uk">n.latimer@shef.ac.uk</a> 20821</td>
</tr>
<tr>
<td>Jo Palfreyman</td>
<td>HSR 3011</td>
<td>Monday</td>
<td><a href="mailto:j.hinde@sheffield.ac.uk">j.hinde@sheffield.ac.uk</a> 20834</td>
</tr>
<tr>
<td>Katie Powell</td>
<td>HEDS GO45a</td>
<td></td>
<td><a href="mailto:K.Powell@sheffield.ac.uk">K.Powell@sheffield.ac.uk</a> 26120</td>
</tr>
<tr>
<td>Paul Richards</td>
<td>HEDS 1012</td>
<td></td>
<td><a href="mailto:p.richards@shef.ac.uk">p.richards@shef.ac.uk</a></td>
</tr>
<tr>
<td>Sue Ridgway</td>
<td>HSR 3036</td>
<td>Monday &amp; Tuesday</td>
<td><a href="mailto:S.Ridgway@sheffield.ac.uk">S.Ridgway@sheffield.ac.uk</a> 20817</td>
</tr>
<tr>
<td>Sonia Rizzo</td>
<td>HEDS 1004</td>
<td>Wednesday &amp; Friday</td>
<td><a href="mailto:s.rizzo@shef.ac.uk">s.rizzo@shef.ac.uk</a> 25442</td>
</tr>
<tr>
<td>Andrea Shippam</td>
<td>HEDS 2025</td>
<td>Friday</td>
<td><a href="mailto:a.shippam@shef.ac.uk">a.shippam@shef.ac.uk</a> 20693</td>
</tr>
<tr>
<td>Joanne Turner</td>
<td>HSR 3021</td>
<td>Thursday &amp; Friday</td>
<td><a href="mailto:j.e.turner@shef.ac.uk">j.e.turner@shef.ac.uk</a> 20751</td>
</tr>
<tr>
<td>Vanessa Wright</td>
<td>CRG 1031</td>
<td>Wednesday &amp; Friday</td>
<td><a href="mailto:v.c.wright@shef.ac.uk">v.c.wright@shef.ac.uk</a> 20857</td>
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Innovation Centre

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Claire Bentley</td>
<td>HSR 1.09</td>
<td>Not available</td>
<td><a href="mailto:c.bentley@shef.ac.uk">c.bentley@shef.ac.uk</a></td>
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<tr>
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<tr>
<td>Lauren Powell</td>
<td>HSR 1.09</td>
<td></td>
<td><a href="mailto:l.a.powell@shef.ac.uk">l.a.powell@shef.ac.uk</a></td>
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<tr>
<td>Siddharth Sehgal</td>
<td>HSR 1.06</td>
<td></td>
<td><a href="mailto:s.sehgal@shef.ac.uk">s.sehgal@shef.ac.uk</a></td>
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<tr>
<td></td>
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<td>22996</td>
</tr>
<tr>
<td>Dan Beever</td>
<td>DTS 2.02</td>
<td>Wednesday &amp;</td>
<td><a href="mailto:d.a.beever@shef.ac.uk">d.a.beever@shef.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Friday</td>
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</tr>
<tr>
<td>Rose Cliff</td>
<td>DTS 2.06</td>
<td></td>
<td><a href="mailto:r.cliff@sheffield.ac.uk">r.cliff@sheffield.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
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<td>20828</td>
</tr>
<tr>
<td>Munya Dimairo</td>
<td>DTS 3.06</td>
<td></td>
<td><a href="mailto:m.dimairo@shef.ac.uk">m.dimairo@shef.ac.uk</a></td>
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<tr>
<td></td>
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<td></td>
<td>25204</td>
</tr>
<tr>
<td>Sarah Gonzalez</td>
<td>DTS 2.04a</td>
<td></td>
<td><a href="mailto:s.k.gonzalez@sheffield.ac.uk">s.k.gonzalez@sheffield.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>20880</td>
</tr>
<tr>
<td>Laura Mandefield</td>
<td>DTS 3.10</td>
<td>Thursday</td>
<td><a href="mailto:l.mandefield@sheffield.ac.uk">l.mandefield@sheffield.ac.uk</a></td>
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<tr>
<td></td>
<td></td>
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<td>20750</td>
</tr>
<tr>
<td>Lizzie Swaby</td>
<td>DTS 2.11</td>
<td>Thursday</td>
<td><a href="mailto:e.a.swaby@sheffield.ac.uk">e.a.swaby@sheffield.ac.uk</a></td>
</tr>
<tr>
<td></td>
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<td>24023</td>
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West Court

<table>
<thead>
<tr>
<th>Name</th>
<th>Room/Section</th>
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<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathryn Cousins</td>
<td>105 HEDS</td>
<td>1 Friday and 1 Monday per month</td>
<td><a href="mailto:k.m.cousins@shef.ac.uk">k.m.cousins@shef.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>20715</td>
</tr>
<tr>
<td>Simon Dixon</td>
<td>104 HEDS</td>
<td></td>
<td><a href="mailto:s.dixon@sheffield.ac.uk">s.dixon@sheffield.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>20724</td>
</tr>
<tr>
<td>Harry Hill</td>
<td>213 HEDS</td>
<td></td>
<td><a href="mailto:harry.hill@sheffield.ac.uk">harry.hill@sheffield.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>59130</td>
</tr>
<tr>
<td>Liz Metham</td>
<td>105 HEDS</td>
<td>Alternate Fridays</td>
<td><a href="mailto:e.metham@shef.ac.uk">e.metham@shef.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>20671</td>
</tr>
<tr>
<td>Tess Peasgood</td>
<td>106 HEDS</td>
<td>Mon, Tues (pm) and Thursdays</td>
<td><a href="mailto:t.peasgood@shef.ac.uk">t.peasgood@shef.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>20677</td>
</tr>
<tr>
<td>Tracey Young</td>
<td>208 HEDS</td>
<td>Wednesdays</td>
<td><a href="mailto:t.a.young@shef.ac.uk">t.a.young@shef.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>20837</td>
</tr>
<tr>
<td>Anju Keetharuth</td>
<td>HEDS</td>
<td></td>
<td><a href="mailto:d.keetharuth@shef.ac.uk">d.keetharuth@shef.ac.uk</a></td>
</tr>
<tr>
<td></td>
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<td>20884</td>
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</table>

Fire Evacuation Drills/Fire Risk Assessment Findings

Fire evacuation drills will be held from the beginning of each academic year. The purpose is to acquaint people with the sound made by the fire alarm and to familiarise them with the correct procedures to be followed in an emergency. Please note that EVERYONE present is expected to participate.
On hearing the alarm all occupants should make an orderly evacuation of the building using the nearest available fire exit route and not the lifts and shut all doors behind you. Evacuees should **NOT** congregate outside the building but should proceed to their evacuation assembly point. Staff supervising students or external visitor to ScHARR at the time of the drill should ensure that their visitor/group is aware of the procedure, knows what is happening and is informed of the action that they are expected to take.

- Regent Court Assembly point: St George’s Church yard
- Innovations Centre Assembly point: pedestrian zone between St Georges Church and Regent Court
- West Court Assembly point: St George’s Church yard

New staff and students are informed of the fire procedures during their section inductions. Please see your Section Safety Officer or the DSO if you are unsure of these procedures.

- Reports will be produced of each evacuation and sent to the Dean indicating, where any follow-up action is required.
- Any evacuations which fail to meet basic fire safety requirements will be repeated.

**Fire Alarm Tests for ScHARR**

- Fire alarm test Regent court: Thursday approx. 1.30pm
- Fire alarm test West court: Monday approx. 08.50am
- Fire alarm test Innovation Centre: Tuesday approx. 10.00am

**Corridors, stairwells and lobby areas**

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. Aisles within rooms, main corridors, lobby areas and stairwells must be kept free and clear of any materials or equipment that will block, hinder or slow egress during an emergency. Fire and rescue personnel enter these areas and any blockage can hinder them.

*Bicycles are not permitted within any of the University’s buildings.* Small “folding” bicycles, when folded, may be carried into buildings provided they are stored so that they do not cause obstructions to other building users. *Cycle users should make use of the proper cycle parking facilities which are available at strategic locations throughout the campus.*

**Staff/Students/Visitors with Disabilities/PEEP**

A Personal Emergency Evacuation Plan (PEEP) will have been agreed between the Section Manager/Disability Liaison Officer and any new member of staff or student with a disability during the induction period. In the event of an emergency, any person with a disability may
require additional help. An online (GEEP) Generic Emergency Evacuation Plan is available for any visitors known to SchARR staff.

4.5 Incident Reporting

All incidents including accidents taking place within the School or incidents to staff/students whilst undertaking University activities elsewhere must be reported as soon as possible after they occur:

- A report must be made by a member of staff online at https://air.shef.ac.uk/users/sign_in.
- Where the injury results in absence from work or inability to carry out normal duties, the equipment or furniture linked to the injury should not be disturbed pending an investigation.
- The person sustaining the injury or an eye witness should be asked to summarise the events leading up to the accident and these should be recorded if possible.
- The DSO must be informed as soon as possible to enable her to investigate the cause of any incident, so that arrangements can be made to have the scene photographed if necessary.
- Any absence due to a work related incident should be reported directly to the University Health and Safety Department

The prevention of accidents in the University is everyone’s responsibility, and each member of staff should ensure that they are familiar with any special emergency instructions relevant to the area(s) in which they work for the proper handling of emergency situations.

4.6 Hazard Reporting

It is the duty of everyone employed by the University who observes a potential hazard to try to reduce the danger of that hazard and to make others aware of it. When a hazard is identified within any area of the University (including the areas under the control of School) by a member of staff the Health and Safety Department should be informed as soon as possible of any such hazard. The hazard should be reported via the online reporting system. If a hazard is particularly dangerous and/or requires immediate action it should be reported directly to the University Health and Safety Office on Ext 27466/27461 for immediate action.
### 4.7 First Aid Equipment

Standard first aid boxes are available for all staff to use.

<table>
<thead>
<tr>
<th>FIRST AID BOX LOCATIONS (2019)</th>
<th>REGENT COURT, INNOVATION CENTRE AND WEST COURT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REGENT COURT</strong></td>
<td>GROUND FLOOR KITCHEN</td>
</tr>
<tr>
<td><strong>REGENT COURT</strong></td>
<td>FIRST FLOOR RECEPTION</td>
</tr>
<tr>
<td><strong>REGENT COURT</strong></td>
<td>FIRST FLOOR KITCHEN</td>
</tr>
<tr>
<td><strong>REGENT COURT</strong></td>
<td>SECOND FLOOR KITCHEN</td>
</tr>
<tr>
<td><strong>REGENT COURT</strong></td>
<td>THIRD FLOOR KITCHEN</td>
</tr>
<tr>
<td><strong>INNOVATION CENTRE</strong></td>
<td>DTS ROOMS 2.04a, 2.15 and 3.10</td>
</tr>
<tr>
<td><strong>INNOVATION CENTRE</strong></td>
<td>HSR ADMIN OFFICE ROOM 1.06</td>
</tr>
<tr>
<td><strong>WEST COURT</strong></td>
<td>FIRST FLOOR KITCHEN (on top of the bookcase)</td>
</tr>
<tr>
<td><strong>WEST COURT</strong></td>
<td>SECOND FLOOR KITCHEN Room 218 (on top of the bookcase)</td>
</tr>
<tr>
<td><strong>WEST COURT</strong></td>
<td>SECOND FLOOR KITCHEN OFF THE COMMON ROOM (Room 203)</td>
</tr>
</tbody>
</table>
Current ScHARR First Aiders are:

- Dale Griffin x 26127 certificate valid until 24 May 2020
- Julie Johnson x 28276 certificate valid until 30 April 2021
- Marianne Lewis x 20699 certificate valid until 11 January 2020
- Cheryl Oliver x 20871 certificate valid until 10 December 2021
- Lauren Powell x 28275 certificate valid until 10 December 2021
- Richard Simmonds x 24381 certificate valid until 10 December 2021
- Tracey Young 20837 certificate valid until 22 September 2019

Not a First Aiders but consultants in A&E

- Steve Goodacre x 20842
- Fiona Lecky x 24345 (Wed & Thurs)
- Sue Mason x 20694 (Tue, Wed & Thurs)

For full First Aid risk assessment please see [here](#).

The date of the next review will be August 2019.

4.8 Portable Appliance Testing (PAT) and Electrical Equipment

The electricity at Work Regulation, 1989 set out essential safety principles for working with electricity. The principal requirement is that all systems and equipment be constructed and maintained, so far as is reasonably practical, to prevent danger. Regular inspection and testing of systems and equipment is an essential provision of the Regulations.

- Any item of electrical equipment, Departmental or personal brought into the Department must be PAT tested OR visually inspected prior to PAT testing.
- All electrical equipment in the Department is tested annually by the University PAT testing service and records updated on the University Asset Data Base.
The use of portable heaters is prohibited. Oil-filled thermostatically controlled portable heaters should only be used where the heating system has failed or cannot achieve acceptable temperatures (between 19° and 21° C), or a referral to occupational health for an individual staff member has been made.
5. Travel/Fieldwork and Off Campus Activities

5.1 Travel/Fieldwork and Off-campus activities

Travel Log

For ALL travel outside the UK please complete the short travel log (only one log needed for group travel). If travelling within the UK, and you choose not complete the travel log, please update your google calendar accordingly (only one log needed for group travel with nominated person or trip leader).

A risk assessment will be carried out for all travel and off campus activities organised by the Supervisor/PI. The risk assessment should take into account: the activity; the location; the means of transport; and first aid provision (if deemed necessary).

The main aim is to identify any significant hazards which could pose a risk to our staff, students, or anyone else affected by the activity. For help and advice see University Guidance.

- to complete a risk assessment for the activity in advance (or to review and follow any existing risk assessments), and to sign and retain copies with the Section Safety Officer;
- to provide a route plan and contact details for the particular activity;
- to carry a mobile phone or other appropriate means of communication at all times;
- to brief all participants on health and safety issues (including risks and control measures) before any activity commences;
- to report any accident, using standard University procedures;
- All overseas organisers should contact the University Insurance Office to ensure appropriate cover are in place prior to the commencement of their specific trip and retain a downloadable certificate.

It is essential that travellers consider carefully potential personal safety issues and put in place appropriate precautions. Preventative measures could include the following:

- pre-visit appointments and checks;
- no lone working - making visits in pairs or with companion in earshot;
- mobile phones or personal alarms;
- monitoring and reporting systems;
- a system of regular reporting and communication.

For further information, please see the ScHARR Risk Assessment Policy.
5.2 Lone Workers

Whenever possible lone working during fieldwork should be avoided (such as interviewing a patient at home for a research study), however, it is recognised that in some situations it is not reasonably practicable to avoid this. Particular care should therefore be taken to establish safe procedures with respect to the working environment, with the lone worker involved directly in the risk assessment process.

Where participants will be working unaccompanied or out of sight/earshot, then this must be justified and any additional precautions specified. Clear guidelines for the type of activities that the lone worker may carry out should be given.

The project lead is responsible for the lone worker and should know the lone worker's location and schedule. Effective communication with lone workers is crucial and the use of mobile telephones or other appropriate means of communication should be considered an essential element.

The lone worker must inform their project lead of any changes they may wish to make to the programme of work, and any proposed changes must be subjected to further risk assessment before being implemented.

In remote rural environments a first aid kit, watch, map and compass is advisable to be carried. A first aid kit can be requested via the DSO (Cheryl Oliver).

Lone workers in urban environments may be at higher risk of violence arising from working in isolated or hostile home environments. A pre-planned programme of work, including regular scheduled contact between the department and fieldworker would form a necessary part of any safe system of work.

For further information, please see the ScHARR Risk Assessment Policy.

**Lone Worker Guidelines**

Employers have a duty to assess the risks faced by lone workers to determine:

- Whether the work can be done safely by an unaccompanied person, and;
- What arrangements will be required to ensure that the person is not exposed to greater risks than employees who work together.

There is no clear definition of “Lone workers” but there are a large number of occupations that tend to work on their own. Examples are:

- Doctors, district nurses, milkmen, salesmen, postmen, meter readers, maintenance men, lorry drivers.
- Less obvious examples include Home workers, mobile staff, teachers and lecturers, maintenance men on large industrial sites, security staff, cleaners, home visitors, etc.
However, most people at some time during their normal work activity will be engaged in a solo activity out of sight or sound of others. Similarly, someone has to be first to arrive at work and someone will be the last to leave. So concentrating on “aloneness” is unnecessarily limiting and the assessment of who is a lone worker must be based on those where the risks are higher, or those who work alone for considerable periods.

Legislation does not prohibit lone working in a general sense, although there are some types of work which require supervision, e.g. where young people are undergoing training, where work on live electrical equipment is being performed, or work under the Construction (Health, Safety & Welfare) Regulations.

The following “Lone worker checklist” should help you assess the risk to employees.

[Lone Worker Checklist]
6.0 ScHARR Inductions

All new staff and students must receive Safety Induction Training via their Section Safety Officer and be provided with information on:

- Departmental Safety Staff
- Fire and Emergency Procedure
- Accident and Accident Reporting
- First Aid
- Out of Hours
- Risk Assessment

Access to the online training system is available to all new staff with contracts of employment. **Fire training, DSE and General Health & Safety Induction training are MANDATORY**

All training can be accessed here [https://hs.shef.ac.uk/](https://hs.shef.ac.uk/).

New starters will be given specific induction in the areas in which they will be working.