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

It is the Policy of School of Health and Related Research under the management of the Dean of the School to:

- maintain a safe and healthy working environment and safe methods of operation and ensure that the minimum legal standard of health and safety is achieved;
- bring to the attention of all employees their health and safety responsibilities within the School, ensure continuing development of health and safety awareness and promoting 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 and to ensure continuing development of health and safety awareness;
- encourage discussion between management and employees on safety, health and welfare matters and to 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 management 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 School 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 Specialist 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:  23 November 2015
Date for Policy Review:  23 November 2016

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

2.1 Dean of School – Jon Nicholl

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 and that a School Safety Officer is nominated. Full responsibilities are defined in the University Health and Safety Policy and Arrangements.

2.2 School Safety Officer – Cheryl Oliver

The Dean of School will appoint a School Safety Officer (SSO) 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 of School on health and safety matters as they relate to the School.

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

2.3 All Supervisory Staff

Supervisory staff 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;

- shall at all times make full use of appropriate protective clothing and appropriate safety equipment and devices provided;

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. Every member of staff will have the opportunity to have issues raised/discussed at the Health and Safety Committee meeting via their representative. It may be good practice to have representation for research postgraduate students on the Committee also. Minutes of the meeting will be made available to all staff. Where issues are not resolved to staff satisfaction these can referred on to the University Health and Safety Department. The committee will normally meet every 3 months, unless there are exceptional circumstances.

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 and surveys will be carried out as appropriate to monitor the efficacy of specific policy areas.

• Health and safety audits will provide assurance on School compliance to University Health and Safety standards.

• Safety inspections of the areas occupied by Departments 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 at least every six months.

• Formal inspections will be carried out by the Department on an annual basis for Type 2 departments and three times per year for Type 1 departments, with no notification by the SSO or other trained person. 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 SSO 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 23 November 2016.

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 a VDU as a significant part of their normal work. Where this criterion applies employers are required to assess VDU equipment and workstations to reduce any health risks; to plan VDU work so that there are breaks of activity; and to provide information and training for users. In addition, users are entitled to eyesight tests and to special spectacles 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 the DSE Assessor or SSO and line manager as soon as possible to enable action to be taken.

• After completion of the online DSE training package, users requiring free eyesight tests must contact their DSE Assessor, SSO or line manager to arrange for a test who will put procedures in place to notify the University Health and Safety Department so that an approval for free test may be issued.
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 or in-house departmentally by a suitably trained competent person.

SchARR Visual Inspectors:
Cheryl Oliver – Non IT equipment
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.

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.

4.4 **Manual Handling**

Manual Handling Operations Regulations, 1992 apply to manual handling operations which may cause injury at work such as lifting and lowering of loads, pushing, pulling, carrying or otherwise moving loads whether by hand or other bodily force. There are three principle duties; hazardous manual operations should be avoided where reasonably practicable; operations which cannot be avoided must be subject to an ergonomic assessment as to how they should be undertaken; and the risk of injury should be reduced as far as is reasonably practicable, for example by the use of mechanical handling aids and training in proper handling techniques.

All staff in the School should receive appropriate manual handling training. Basic training in safe manual handling techniques will be supplied by the Health and Safety Department via online training and refresher training will take place every
three years. Records will be accessible by the SSO via the Health and Safety Training system.

Manual Handling On-line Training is available via the Health and Safety Training system which can be found at https://hs.shef.ac.uk/

‘In person’ training and assessment for staff and students that regularly perform manual handling operation involving loads over 10kg or where a risk has been identified will be provided by the School.

The dates for Manual Handling Assessor/Trainer training is can be found on the Health and Safety Training system which can be found at https://hs.shef.ac.uk/

4.5 Fire Safety

There will be at minimum two nominated fire marshals for each level in all relevant buildings and the Dean of School 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.

Regent Court

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4.6 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 in writing if possible.
- The SSO must be informed as soon as possible to enable her to investigate the cause of any incident, and 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.

4.7 Fieldtrips and Off-campus activities
A risk assessment will be carried out for all fieldtrips 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 https://hs.shef.ac.uk/attachments/333?updated=1462973607

### 4.8 Lone Workers

**Lone Working 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.

4.9 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.

5.0 First Aid Equipment

Standard first aid boxes shall be located at strategic positions and be available for all staff to use.

Current SchARR First Aiders are:

- Cheryl Oliver x 20871 certificate expires 9 February 2019
- Claire Bentley x 22976 certificate expires 02 May 2017
- Dale Griffin x 26127 certificate expires 30 July 2017
- Clare Relton x 20796 certificate expires 03 July 2017
- Claire White x 22988 certificate expires 03 July 2017
- Susan Wilson x 20776 Certificate expires April 2019
- Steve Goodacre x 20842 not a First Aider but he is a consultant in A&E