

ACADEMIC SERVICES

**Health and Safety Liaison
Officer Training**

July 2011

Mark Hoare

The University of Birmingham

Health & Safety Unit

OBJECTIVE OF THE TRAINING

- To enable Health and Safety Liaison Officers to assist the Health and Safety Co-ordinator
- To support the management of the Academic Services Office in discharging their health and safety responsibilities

And to

- Foster a positive health and safety culture throughout the department

RESPONSIBILITY FOR HEALTH & SAFETY

The University Executive Board
(VC is the Chief Exec)



Heads of Colleges/Corporate Services



Supervisors and Managers



Individuals

MANAGERS, i.e. those who supervise

- **Must ensure the health and safety of those they are responsible for**
- **Key role, the closer to the work the more direct influence on health and safety**
- **Must have an understanding of the work**
- **Must have a knowledge of:**
 - the associated hazards and risks
 - appropriate precautions and control measures
 - emergency measures and procedures
- **Must be able to communicate with and direct those being supervised**

INDIVIDUALS

- **Have a contractual and legal duty to comply with University health and safety policy;**
- **Have a legal duty not to endanger themselves or others;**
- **Must not interfere with equipment etc. provided for health and safety.**

HOW is H&S ORGANISED and MANAGED?

UNIVERSITY LEVEL

University Health and Safety Policy

www.hsu.bham.ac.uk/documents/0uhsp.pdf

**Implementing Health and Safety Policy
within Colleges/Corporate Services**

www.intranet.bham.ac.uk/university/hsu/documents/hsguidance/28IHSPC.pdf

HOW is H&S ORGANISED and MANAGED?

UNIVERSITY LEVEL

'The University' via the VC & Senior Staff

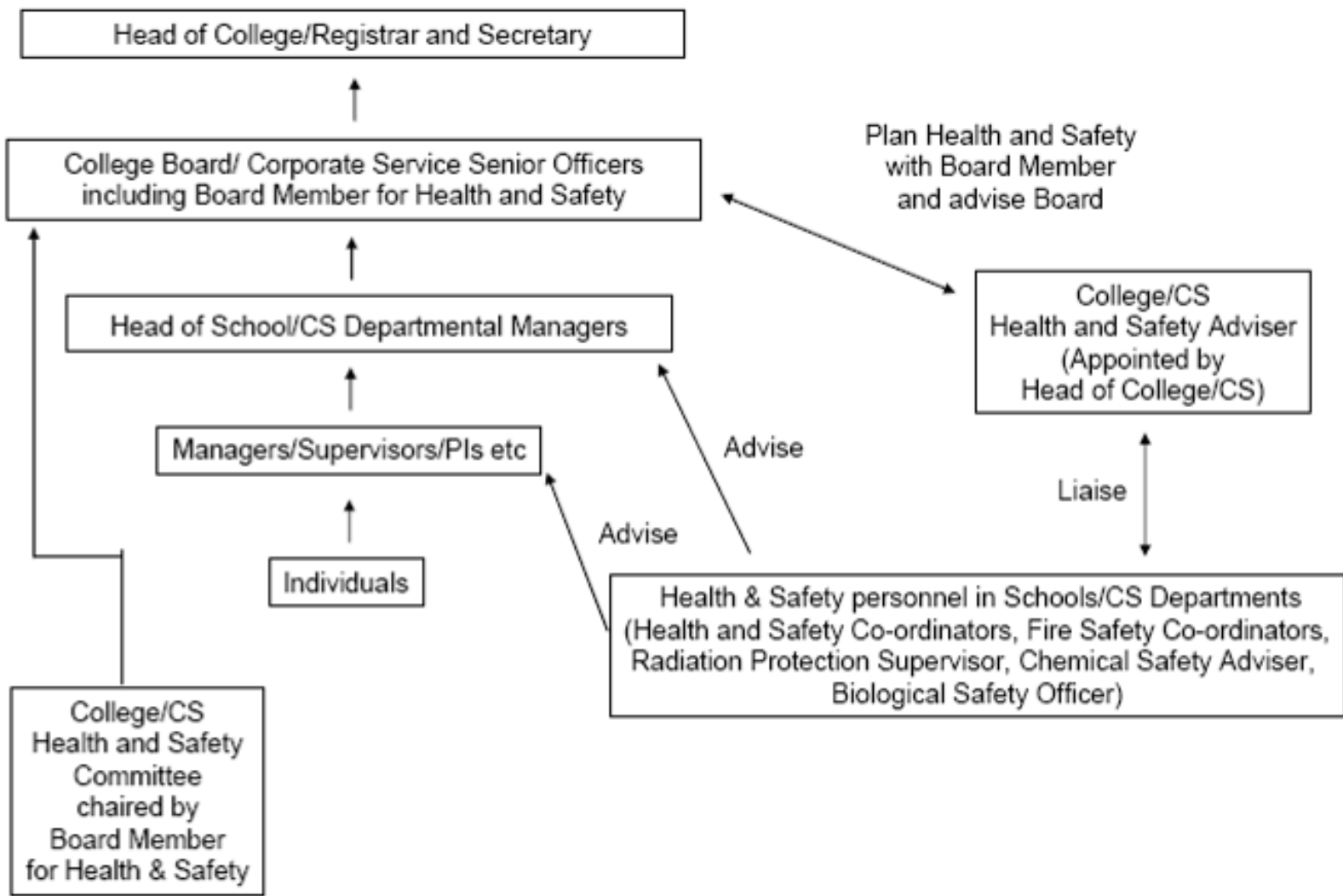


Heads of College

Supported by:
University 'Workplace Wellbeing' Team
University Policy, Guidance and Rules

COLLEGE LEVEL

College/Corporate Service (CS) Health and Safety Management



Worplace Wellbeing

- **Director (Workplace Wellbeing)**
 - David Harrison
- **Health & Safety Advisers**
 - Mark Hoare (Manager/general)
 - Dr Fred Young (Chemical)
 - Dr Gus Zabierek (Radiation)
 - Beverly Davies (Biological)
 - Bryan Eden (Fire)
 - Alan Hickenbotham (Fire)
- **Health & Safety Assistant**
 - Helen Janewska (Radiation)
- **Occupational Health Advisers**
 - Philippa Hawkins
 - Sophie Gask
 - Brigette Roberts
 - Ruth Wotton
- **Occupational Health Doctor**
 - Dr Malcolm Cathcart
- **Support Staff**
 - Francis Wakefield
 - Yvonne Attwood
 - Joy Walker
 - Connie Reading
 - Dawn Eden
 - Melanie Ashfield
- **Employee Support**
 - Alison McNeil (Manager)
 - Jean Harris (Adviser)
 - Angela Breen (Staff Disability & Additional Needs)
- **Environmental Adviser**
 - Dr Trevor Shields

Intranet pages →

UNIVERSITY OF BIRMINGHAM

Health and Safety

Schools and Departments > Health and Safety > Homepage

Search

Fast find

- » Homepage
- » For staff and students (login required)
- » About us
- » Policy Statement
- » Contact us
- » How to find us
- » External links
- » Occupational Health
- » Employee Support
- » Human Resources



Health and Safety

Welcome to the website of the Health and Safety Unit at the University of Birmingham.

Our Mission

'To support the University's mission by promoting a healthy and safe workplace for the protection of people and the environment.'

Key Objectives

- To assist the University in the efficient implementation of its Health and Safety Policy.
- To provide professional advice and assistance on Health, Safety and Environmental matters.
- To monitor the implementation of University Health and Safety Policy by means of Audit, Inspection, Health Surveillance and Accident/Incident investigation.
- To ensure efficient and effective liaison with Statutory Authorities.
- To facilitate consultation between the University and Trade Unions on health and safety matters.

For staff and students (login required)

Human Resources



How to find us

The Health and Safety Unit is based at 54 Fritchett's Road, Baking G10. Click on the image for a map.

Health and Safety Unit
University of Birmingham, Edgbaston, Birmingham, B15 2TT, UK
Tel: +44 (0)121 414 5251
Email: healthandsafety@contacts.bham.ac.uk

Legal | Privacy | Accessibility | University contacts

A-Z pages



UNIVERSITY OF BIRMINGHAM

Health and Safety

UoB > University intranet > HSU intranet homepage

Fast find

- » HSU homepage
- » HSU intranet homepage
- » A to Z by topic
- » Emergency action
- » Accident reporting
- » First aiders
- » Contacts for advice
- » FAQs
- » What you need to know
- » Courses
- » News
- » Committees and local contacts
- » Other links
- » Occupational Health
- » Employee Support
- » Human Resources









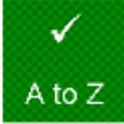



Health and Safety intranet

Welcome to the University's Health and Safety intranet pages. The University of Birmingham is committed to providing and maintaining a healthy and safe working environment for all its employees, students and any other people who may be affected by its activities.

This commitment is expressed in a [Health and Safety Policy Statement](#) and in a Safety Representatives' Charter. In support of the aims and aspirations of its policy The University has developed a Strategy for Effective Health and Safety Management, which identifies priority areas and key objectives for the next few years.

[New, latest guidelines and policies](#)

In these pages you will find details of all the University's health and safety arrangements, information and guidance on many specific matters and links to external sources of help and information.

	Chemical Safety - what you need to know		Biological Safety - what you need to know
	General Safety - what you need to know		Radiation Safety - what you need to know
	Occupational Health		Contacts for Health and Safety Advice
	Health and Safety Courses		University Health and Safety Policies and Guidance
	A to Z of Health and Safety		Frequently asked questions
	Prohibitions		Health and Safety News

The screenshot shows a web browser window displaying the University of Birmingham Health and Safety website. The browser's address bar shows the URL www.hsu.bham.ac.uk/univ/search.htm. The website header includes the University of Birmingham logo and the title "Health and Safety". A search box is located in the top right corner. Below the header, there is a navigation menu on the left with various links such as "HSU homepage", "Emergency action", and "Accident reporting". The main content area is titled "A to Z by topic" and contains a list of links for each letter of the alphabet. The "A" section is expanded, showing links for "Accidents, Emergencies and First Aid", "Animals", "Anti-terrorism, Crime and Security Act", "Anxiety", "Asbestos", and "Asthma". Each section includes a brief description and a list of related documents or policies.

UNIVERSITY OF BIRMINGHAM **Health and Safety**

UoB > University Internal > A to Z by topic

Fast find A to Z by topic

- HSU homepage
- HSU intranet homepage
- A to Z by topic
- Emergency action
- Accident reporting
- First aiders
- Contacts for advice
- FAQs
- What you need to know
- Common
- News
- Committees and local contacts
- Other links
- Occupational Health
- Employee Support
- Human Resources

If you are unable to find what you are looking for, see also the [Frequently Asked Questions](#) page.

Caution: all documents are dated, if you save or print off a document, please continue to refer back to this site to ensure you are using the most up to date version.

- Each document opens in a new window.

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | R | S | T | U | V | W | X | Y
Due to the length of this A to Z, [G to L](#) and [R to Y](#) are on separate pages.

A

Accidents, Emergencies and First Aid

- See also the [Frequently Asked Questions](#) page

Accidents / Incidents

- Action, Investigation and Reporting in the Event of an Accident, Incident, Near Miss or Occupational Ill Health (PDF, 141KB) Policy
- Advice about reporting (contact details)
- Report Form (Word, 60KB)
- Reporting accidents: the legal facts
- See also [First Aid](#)

Animals

- Allergies: [Control of Allergy to Laboratory Animals Policy \(PDF, 84KB\)](#)
- Safe Working with Animals Policy (PDF, 60KB)

Anti-terrorism, Crime and Security Act Details of controls and specified substances

Anxiety: information and advice on dealing with [stress, anxiety and panic attacks](#)

Asbestos

- [Asbestos Policy \(PDF, 127KB\)](#)

Asthma: information about [respiratory sensitizers and occupational asthma \(PDF, 33KB\)](#)

[Back to top](#)

Induction

- www.hsu.bham.ac.uk/univ/faq.htm#newstaff

What are the health and safety induction arrangements for new members of staff?

As soon as a new member of staff starts work at the University or an existing member of staff moves to a new department or building their new manager or supervisor should, with the member of staff: Go through the ['Induction Fire Training Checklist'](#)

- Tell them the procedure for reporting accidents, illnesses and near misses.
- Tell them the procedure for summoning first aid help.
- Explain to them any particular rules for building.
- Bring to their attention the [General Guidance Document](#).
- Explain to them any particular risks associated with their work.
- Explain to them the procedure if they have any health and safety concerns.



The-University-of-Birmingham
INDUCTION-FIRE-BRIEFING-CHECK-LIST

The-University-Fire-Safety-Policy-requires-Heads-of-Budget-Centres-to-arrange-for-new-staff-to-have-fire-induction-briefing-on-their-first-day-at-work.-The-points-on-the-check-list-should-be-covered.

Premises □	Budget-Centre □
Name-of-new-member-of-staff □	
Occupation □	Date □

- | | Ticke | |
|-----------------------------------------------------------------|--------------------------|---|
| Action-to-be-taken-on-hearing-the-alarm-explained | <input type="checkbox"/> | □ |
| Fire-alarm-point,location-shown-&-method-of-operation-explained | <input type="checkbox"/> | □ |
| Fire-action-notice,location-shown-&-contents-explained | <input type="checkbox"/> | □ |
| Means-of-escape-seen | <input type="checkbox"/> | □ |
| Means-of-escape,-clear-of-obstructions | <input type="checkbox"/> | □ |
| Assembly-point-seen-(where-applicable) | <input type="checkbox"/> | □ |
| Fire-alarm-system,-brief-explanation | <input type="checkbox"/> | □ |
| Raising-alarm-without-question-or-hesitation-fully-understood | <input type="checkbox"/> | □ |
| Location-of-fire-appliances | <input type="checkbox"/> | □ |
| Location-of-fire-doors-and-purpose-explained | <input type="checkbox"/> | □ |
| Rules-on-no-smoking-explained-and-understood | <input type="checkbox"/> | □ |
| Particular-fire-risks-in-department-pointed-out | <input type="checkbox"/> | □ |

Signature-of-new-member-of-staff □	□
---------------------------------------	---

Name-of-member-of-staff-conducting-training □	Position □
Signature □	

This form should be completed in duplicate. One copy should be retained in the Budget Centre.

g:\www\www\docs\4fs_11.doc
0.02.00

General Guidance

GUIDANCE9/HSGG02

This is a general guide to health and safety and does not cover every contingency. More specific guidance can be found on the [University Health and Safety Web pages](#).

Advice on health and safety aspects of your work should initially come from your supervisor or [Budget Centre Health and Safety Co-ordinator](#).

If you need further advice you can contact the University Health and Safety Unit help line on extension 47964 or go to <http://www.hsu.bham.ac.uk/unit/advice.htm>

RESPONSIBILITIES OF INDIVIDUALS

Individuals have at all times a duty to:

- conduct themselves and do their work in a safe manner so as not to endanger themselves and others around them;
- co-operate with the University on health and safety matters.

EMERGENCIES

DO

- ✓ make sure you know the local emergency procedures, e.g. fire, accident, spillage etc. and the location of your nearest first aiders;
- ✓ make sure you know the local emergency procedures, e.g. fire, accident, spillage etc. and the location of your nearest first aiders;
- ✓ follow instructions.

DO NOT

- ✗ interfere with or mis-use any items or materials provided for dealing with emergencies;
- ✗ interfere with or mis-use any items or materials provided for dealing with emergencies;
- ✗ attempt to deal with a fire before sounding the alarm;
- ✗ put yourself at risk.

EMERGENCY TELEPHONE NUMBER ON MAIN CAMPUS 44444

EMERGENCY TELEPHONE NUMBER OFF CAMPUS 999

ACCIDENTS, INCIDENTS, NEAR MISSES & HEALTH PROBLEMS

DO

- ✓ report all accidents, incidents and near misses to your supervisor;
- ✓ contact the nearest first aider if necessary;
- ✓ make your supervisor aware of any medical condition that may put your health and safety at risk or which might necessitate specialised first aid/medical treatment.



GENERAL

Most accidents and ill health from work are avoidable! Usually they are caused by a combination of events. Many accidents are caused because a person did the wrong thing or failed to do the right thing.

Your carelessness could cause you serious injury and/or may also endanger other people and could cause serious damage to equipment and buildings.

DO

- ✓ make sure you follow instructions. ASK if you don't understand;
- ✓ work tidily;
- ✓ wash your hands before leaving laboratories and workshops;
- ✓ ensure cuts and other wounds are adequately covered;
- ✓ turn off gas, water and electricity after use;
- ✓ wear the correct personal protective equipment, e.g. laboratory coats, gloves, hairnets, eye protectors, ear defenders etc.;
- ✓ remove laboratory coats before leaving laboratories.

DO NOT

- ✗ take short cuts;
- ✗ carry out hazardous work alone;
- ✗ eat, drink, smoke, apply cosmetics or lick labels in laboratories or workshops;
- ✗ interfere with apparatus and equipment that you are not directly concerned with.

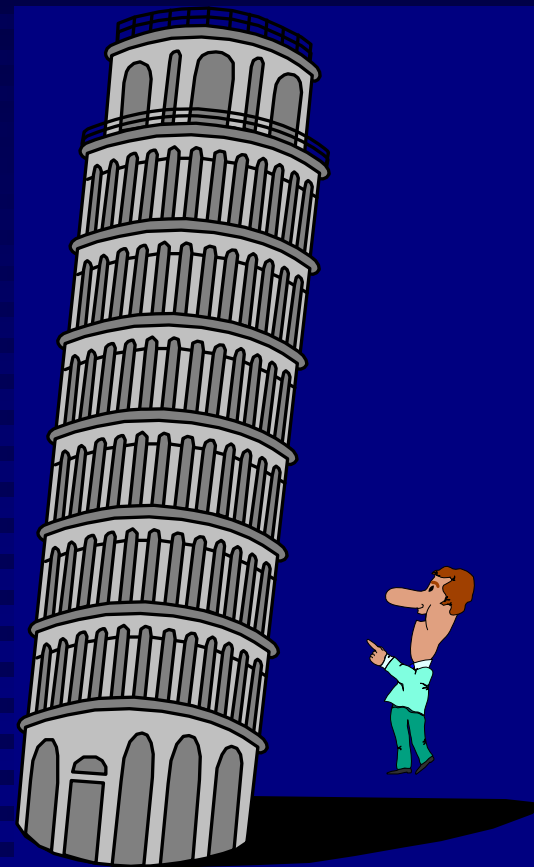
Risk Assessment

HAZARDS

What is a hazard?

■ HAZARD

- something with the potential to cause harm



IDENTIFY HAZARDS IN YOUR WORKPLACE

RISK

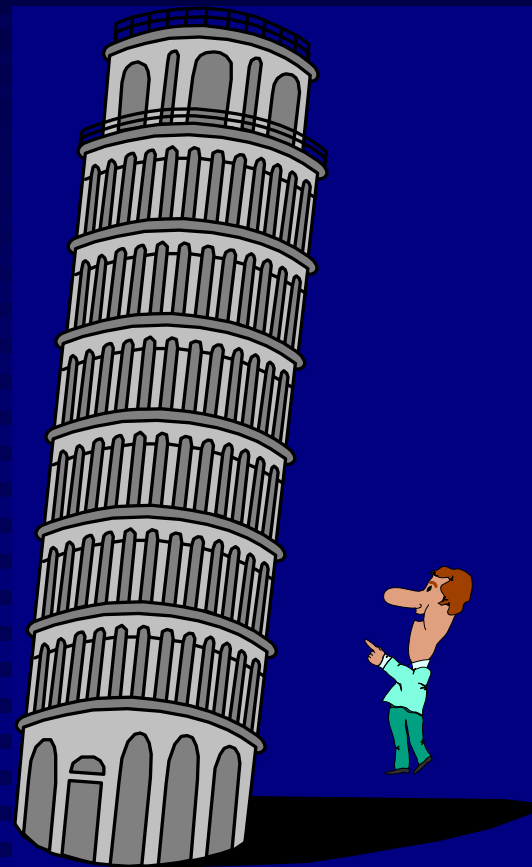
What is risk?

■ HAZARD

- something with the potential to cause harm

■ RISK

- the likelihood of that harm being realised



MANAGEMENT OF HEALTH & SAFETY AT WORK REGS 1999

- Specifically requires employers to carry out risk assessments
 - Employers must make *suitable and sufficient* assessments of risks to employees and other persons arising from or in connection with their conduct or undertaking

FIVE STEPS

- Identify the hazard
- Decide who might be harmed
- Evaluate the risks arising from the hazards & decide on control measures
- Record the findings & put controls into practice
- Review and revise if necessary

Risk assessment template for Offices

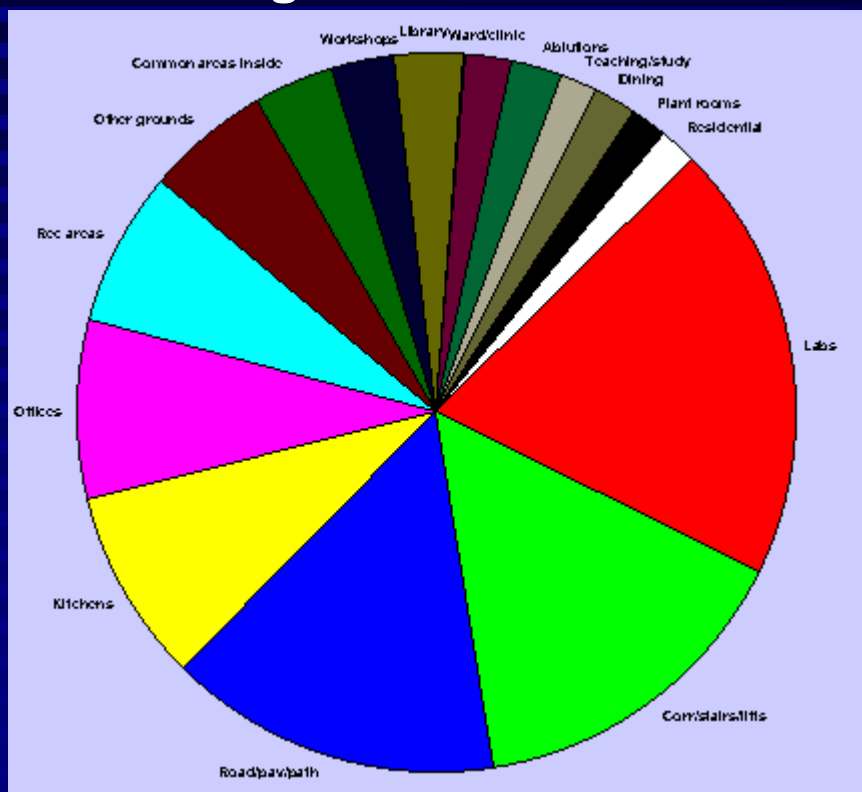
<https://www.intranet.bham.ac.uk/university/hsu/documents/hsguidance/7rao.pdf>

Guidance for Risk Assessment in Offices

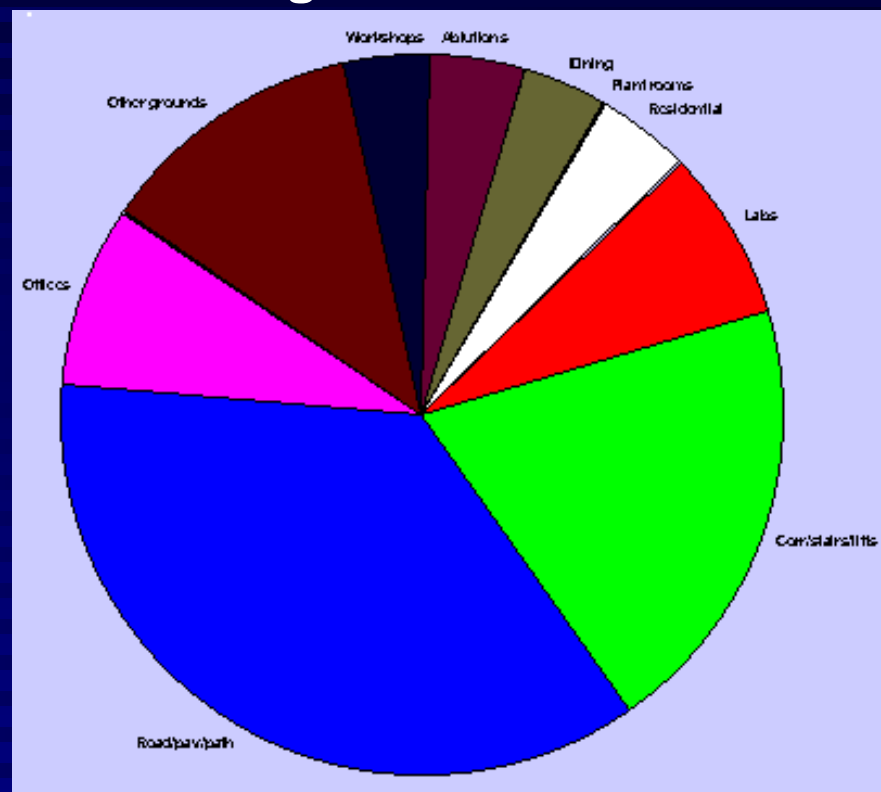
Hazard	Possible harm	Model Controls
Manual handling (e.g. boxes of paper, mail sacks, equipment etc.)	Strains from lifting Cuts from sharp edges Bruises from dropping etc.	Carry out manual handling assessments to try to eliminate or reduce manual handling. Staff to attend manual handling training courses. Key ref. Manual Handling Operations UHSP/6/MHO/95
Slipping and tripping	Injuries due to falling etc.	Good housekeeping, keep work area tidy, keep cables etc out of the way, avoid cleaning floors at busy times, avoid carrying food and drink on corridors and stairs, have arrangements for clearing up spills, have signs to indicate wet floors, wear sensible footwear.
Unsuitable storage arrangements	Strains from bending Injury from falling materials and falling off steps etc.	Avoid high/low storage, keep heaviest items at the most convenient height, maintain good access, do not overload or make shelves/ cupboards unstable, keep tidy, if stools/ladders required ensure they are maintained and users trained how to use them safely. Key ref. - The Use and Control of Portable Ladders (UHSP/2/UCPL94)
Use of electricity	Shock, burn, fire	Ensure equipment is maintained in good condition, used in suitable locations, sockets are not overloaded, repairs are only carried out by competent persons, users are trained to look for defects. Key ref. - Electrical Safety (UHSP/18/ES/02)
Poor condition of furniture and fittings	Injury from sharp edges, splinters, unstable furniture	Regularly check furniture, fittings are in good condition and replace damaged items
Unsuitable work stations and work patterns	Strains from poor posture, repetitive work Eye strain from close work, VDU screens, poor and unsuitable lighting Stress due to nature of work, noise, heat etc.	Carry out work station assessment, vary work patterns, consider arrangement of work place including siting of copiers etc, ensure adequate ventilation, adequate space etc. Key refs: - Workstation Design (GUIDANCE/6/WD/98) - Display Screen Equipment Use (UHSP/7/DSE/96) - DSE Checklist
Potentially dangerous equipment (e.g. guillotines etc.)	Cuts, amputation etc.	Ensure equipment correctly guarded, maintained in good condition, staff trained in use.
Harmful substances	Inhalation of vapour or dust, contamination of skin	Follow instructions on containers, carry out Chemical Hazard and Risk Assessment if labelled 'hazardous'. Ensure staff are aware of hazards. Key ref. - Chemical Hazard and Risk Assessment: (GUIDANCE/22/CHRA/03) - Assessment, Pro forms and guidance: Hazardous Substances Policy, Schedule 2 - (UHSP/15/HS/00 S2)
Personal Security	Various	Ensure suitable arrangements in place particularly for out of hours work and work in remote areas. Key ref. - Out of Hours Activities and Unattended Equipment and Apparatus (UHSP/8/SSOHA/96)
Fire	Burn, asphyxiation	Prohibit smoking, avoid having electrical equipment in corridors (e.g. photocopiers, refrigerators etc).
General injury	Various	First Aid arrangements in place and staff aware of arrangements.
Emergencies, e.g. fire, bomb threat, major injury etc.	Various	Emergency procedures in place and staff aware of them. Specific training carried out including induction and fire training. Keep escape routes clear. Key ref. - Fire Safety (UHSP/4/FS/01)

Other Risks?

All accidents causing injury by generic site



Accidents reported to HSE by generic site



INSPECTION

- Risk assessments:

- determine the control measures that need to be in place

- Inspections:

- check that the control measures are being adhered to



Points about an Inspection

- Part or all of an area
- Compare what is happening with what ought
- Regular or after
 - complaint, problem, new system, new equipment
- Submit a report to discuss with senior management
- Set targets for implementing recommendations

Office Health and Safety Inspection Checklist

Previous inspections	
Have the concerns identified during the last inspection(s) been addressed?*	Y
Policy	
Is there an up-to-date Local Health and Safety Policy?*	Y
Has each member of staff either been issued with a personal copy of the policy or had it drawn to his/her attention and been told how to access the text of the policy?*	Y
Discussion of health and safety matters	
Is health and safety been a standing item on the agenda of a departmental meeting?*	Y
Training	
Have all staff received training in health and safety procedures?*	Y
Do new staff receive training at the beginning of their employment?..*	Y
Do temporary staff receive necessary training?..*	Y
Is there a completed training checklist on file for each member of staff?*	Y
Manual handling	
Do staff have to carry out any manual handling which might result in injuries?..If so, is enough done to reduce the risk of injuries to acceptable levels?..(i.e. a manual handling assessment)*	Y
Is any equipment used for moving loads (e.g. trolleys) in good condition?*	Y

**Storage**

Is there adequate storage?

☒

☒

Is there and high/low storage? Are shelves suitable? Where are heavy items stored?

☒

☒

Is there a suitable means of accessing all storage above head height? Are stool and ladders available?

☒

☒

Ladders etc

Are they suitable? Have ladders been inspected? Are they in an acceptable condition?

☒

**Slips and trips**

Are floor surfaces in an acceptable condition?

☒

☒

Are circulation routes kept clear of obstructions including wires and cables, boxes, bags etc?

☒

☒

Is food and drink carried about? Are there arrangements for clearing up spillages?

☒

☒

Electricity

Are there any obvious defects in electrical equipment?

☒

☒

Are sockets overloaded?

☒

☒

Has all electrical equipment been inspected?

☒

☒

Is there any electrical equipment which has been brought into the office by staff? If so, has that equipment been checked before being put into use? Particularly heaters.

☒

☒



**Fire**

Are there any accumulations of material in offices which might be a source of fire?	
Is there any obstruction of ventilation of electrical equipment?	
Is there any overloading of electrical sockets?	
Are corridors and stairwells clear of obstructions and storage of combustible material?	
Is there any electrical equipment in stairwells or corridors?	
Are fire doors kept closed at all times (rather than being wedged open)?	
Are there notices informing staff of what to do in event of fire?	
Do staff know what to do in event of fire?	

Workstations

Have computer workstation assessments been carried out and recorded?	
Are workstations being used correctly? Do any staff have problems using their workstations?	
Are the working conditions suitable? Noise? Lighting? Ventilation? Temperature?	

**Furniture and Furnishings**

Is furniture and furnishings in good condition, suitable and stable?	
----------------------------------------------------------------------	--

GENERAL HEALTH SAFETY

OFFICES & OTHER GENERAL AREAS

MAIN HAZARDS/RISKS

- tripping and slipping
- obstructions
- unsuitable furniture and shelving
- unsatisfactory storage
- Using ladders
- electricity
- fire

Danger Warning: Office Staff at Work

When you go to work today, watch out for those dangerous instruments. Last year hospital casualty departments dealt with:

1,777	injuries from pencils
1,100	from staplers
332	rubbers
10,644	telephones
2,500	tripping over waste bins
2,500	paper cuts
100	falling wall charts
352	falling fluorescent light tubes
39	calculators

How many accidents?

HEALTHY ENVIRONMENT

- ventilation
- indoor temperature
- lighting
- cleanliness and waste materials
- room dimensions and space
- workstations and seating

SAFE WORKPLACE

- maintenance
- circulation areas
- falling objects
- smoking
- hazardous substances
- electricity
- equipment
- lifting, carrying and handling
- emergency procedures

£150,000 for worker hit by files

An office worker won £150,000 compensation after a stack of files fell on top of her. They tumbled from a 6 foot high cabinet. She needed two operations to insert titanium plates in her neck.

The office had been inspected before the accident and the files were noted as being a hazard but nothing was done about it.

Danger Calls

Doctors said that cradling a telephone between head and shoulders could prove lethal after a French psychiatrist ruptured his carotid artery by talking for more than an hour on the phone.

The previously healthy 43-year old suffered a minor stroke.

Daily Mirror

Examples of Accidents

- Banged head on open draw of filing cabinet, cut head 5 days off
- Slipped going down stairs, fractured wrist 4 days off
- Tripped over loose floor block, fractured ribs 22 days off
- Slipped on corridor being mopped, sprained ankle 14 days off
- Fell off desk closing a window, bruised back 6 days off
- Slipped on loose mat in office, fractured foot 28 days off
- Scratched eye with paper 4 days off
- Tripped over chair leg, bruised back 12 days off
- Twisted back picking piece of paper up 5 days off
- Tripped over loose carpet, bruised hip 20 days off
- Chair slid away whilst sitting, internal injury 80 days off
- Lifting mail sack, strained back 50 days off
- Hit head on shelf, cut skull and concussion 10 days off
- Spilt hot tea, scalded hand 5 days off

How far do we have to go?

- 58-year old nursing home assistant injured when she fell off plastic chair she was using to remove laundry boxes from a 6 foot high shelf.
- Her employer provided a stool and she knew it had been provided for the task.
- Assistant said she had used chair because she was in a hurry and the stool had not been left in the laundry.
- She initially won £85,000 damages.
- Court of appeal reversed decision.
- Judge ruled that an employer was not obliged to regularly remind staff to use the stool.....

How far do we have to go?

Judge said: “ Employers obliged, under HSWA, to provide safe system of work but where the use of the equipment is obvious he is not obliged periodically to remind employees to use it.

It is reasonable for an employer to expect experienced employees to take practical steps to safeguard themselves and take the necessary precautionary measures.”

Law Week 8/99



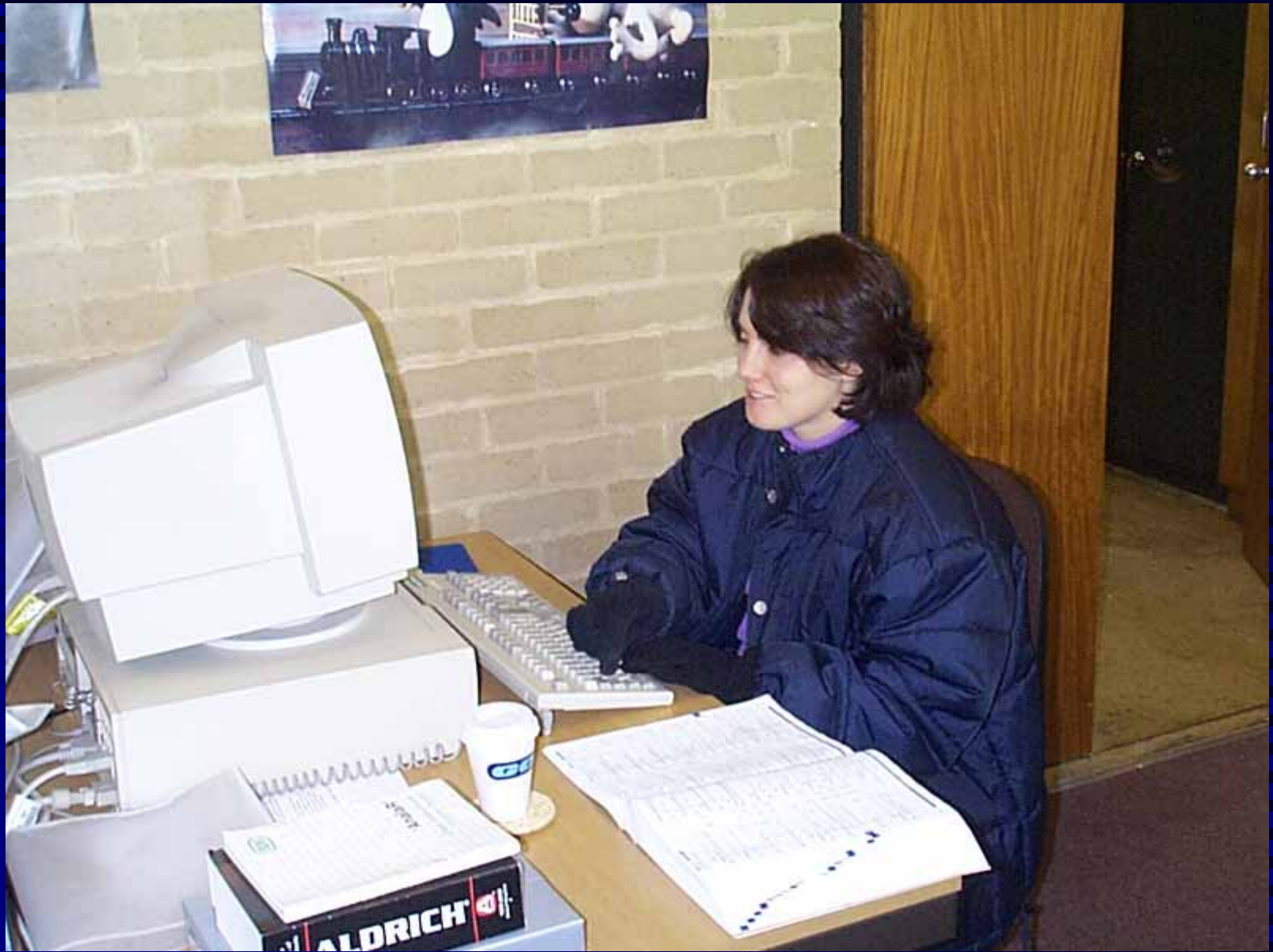








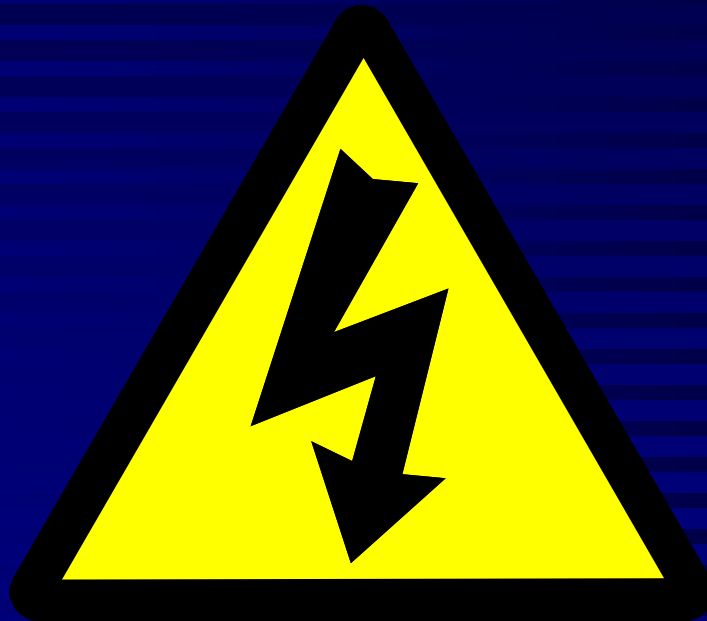






OFFICE SAFETY VIDEO

ELECTRICAL SAFETY



<https://www.intranet.bham.ac.uk/university/hsu/atoz.shtml#electrical>

ELECTRICITY IS

POWERFULL

BUT CAN ALSO BE

LETHAL



MAIN DANGERS OF ELECTRICITY

- shock
- burn
- fire
- explosion
- damage to equipment
- tripping over trailing leads

HOW CAN WE KEEP SAFE?

- **Prevent electrical items becoming a faulty**
- **If items become faulty have means that prevent them from becoming dangerous**
 - Checking before use
 - More formal checks
 - Portable appliance testing (PAT)

COMMON SENSE

DO NOT.....

- use electricity near water
- abuse equipment
- use indoor equipment out of doors
- improvise
- use faulty equipment
- carry out repairs unless competent

COMMON SENSE

- follow manufactures instructions
- if necessary use plug boards not adapters
- isolate equipment before working on it
- ensure equipment is checked and maintained regularly

GOOD HOUSEKEEPING

- Take care where electrical equipment is sited
- Keep wires tidy, out of the way
- Do not stretch wires
- Do not put containers of liquid near electrical equipment
- If possible, unplug all equipment at night unless designed to stay on









UNIVERSITY CASES

- **Cleaner received severe shock as he grasped the damaged wire on his buffing machine**
 - cable not checked before use
- **Craftsman received shock dismantling a machine which was still plugged connected to the mains**
- **Student plugged an instrument rated at 10v into the 240v supply**
- **Copier being used in a corridor with half the plug top missing**

Fire Safety

- Prevent Fire
- Prevent Fire Spread
- Evacuation



Fire Safety

- Prevent fire breaking out
- Prevent fire spreading
- Safe evacuation
- Safeguard the emergency services





On Saturday, May 24, our office suffered the consequences of a fire. This was not an exercise of our disaster recovery plan!

Fortunately, most of our information is saved electronically and we had performed a backup two days earlier.

As you can see, the fire was very devastating and we are looking for a temporary office site until we can rebuild.



SOUTHAMPTON UNIVERSITY





Fire Doors – keep them shut!



Importance of Closing Doors







Fire Log Book

- Records defects
- Records weekly/annual checks
- Records remedial action

Departments responsible for (and keeping records of)

- The recording of fire related defects reported and action taken
- Certain weekly checks on escape routes, emergency lighting, fire fighting equipment
- Certain monthly checks on escape routes and fire fighting equipment
- An annual fire drill
- Fire training for new staff on starting work and at least every two years thereafter

EMERGENCY ARRANGEMENTS

- **Emergency Procedure**
- **Instructions in Case of Fire –on the wall**
- **Emergency Action (Accidents and Illnesses) Main Campus and Elsewhere**
- **Bomb Threat Procedures –front of the telephone book**
- **First Aid Arrangements**

EMERGENCY PROCEDURE

IN THE EVENT OF AN EMERGENCY *ON* THE CAMPUS

FIRE

Sound the alarm first and then contact Security. Do not telephone the Fire Service direct. This will be done by Security Control.

SERIOUS ACCIDENT or ILLNESS

Contact the Ambulance Service on 999 and then contact Security to advise them of the situation and action taken.

CRIME/POLICE ASSISTANCE

If you are concerned about a crime or require Police assistance either contact the Police direct on 999 (and then contact Security to advise them of the situation) or contact Security.

IN THE EVENT OF AN EMERGENCY *OFF* THE CAMPUS

Immediately contact the Emergency Services on 999 and then contact Security to advise them of the situation and action taken.

(In the case of FIRE sound the alarm first)

To contact Security ring the Emergency Number:

44444 (internal), 0121-414-4444 (external/mobile) or

Use one of the emergency phones linked to Security Control

Emergency phones are sited:

1. Elms Road on the corner of the ACS building
2. South West Campus, Terrace Huts, Sportex building
3. South Car Park, first floor pedestrian exit, back of Guild
4. University Square, outside Arts building main entrance

(Press button and speak direct to Security Control)

July 2011

First Aid

www.intranet.bham.ac.uk/university/hsu/atoz.shtml#firstaid

- **The Health and Safety (First-Aid) Regulations** require employers to provide **adequate** and **appropriate** equipment, facilities and personnel to enable first aid to be given to your employees if they are injured or become ill at work.

- **Depends on circumstances, e.g.**
 - field work in remote area
 - laboratory using toxic chemicals
 - workshop with large saws
 - office

University First Aid Arrangements

- **200+ qualified first aiders**
- **Initially:**
 - 3 days (in house/St John) FAW or 1 day EFAE –both valid 3 years
- **After 3 years:**
 - 2 days FAW re-qualification or 1 day EFAE again
 - Trained to give immediate treatment and referral if necessary
 - Cost of training borne by College/CS
 - Annual refresher every year (optional)
 - Names on Health and Safety Unit web site
 - 5 nearest should be on local notice boards
 - Keep and responsible for first aid kit supplied by Health and Safety Unit

EMERGENCY ACTION - FIRST AIDERS
(ACCIDENTS AND ILLNESS)

MAJOR ACCIDENTS & ILLNESS

1. Check safety – do not put yourself at risk.
2. Maintain clear airway.
3. **SUMMON HELP – dial 999 (first) for the Emergency Services followed by 44444 for Security.**
4. Control bleeding.
5. Move the casualty as little as possible unless in immediate danger.

LOCAL HOSPITAL WITH A&E DEPARTMENT

QUEEN ELIZABETH HOSPITAL
Mindelsohn Way
Edgbaston
Birmingham
B15 2WB
Tel: 0121 627-2000

FIRST AIDERS

If you sustain **ANY MINOR INJURY**, the correct procedure is for you to see a recognised **FIRST AIDER** in order that appropriate action can be taken and the necessary records made.

NAME	LOCATION	PHONE

ACCIDENT & INCIDENT INVESTIGATION & REPORTING



ACCIDENT & INCIDENT INVESTIGATION & REPORTING

<https://www.intranet.bham.ac.uk/university/hsu/documents/hspolicy/23AIR.pdf>

ACCIDENT AND INCIDENT REPORTING IS NECESSARY

- **To identify and remedy hazardous situations**
- **Because certain accidents/incidents have to be notified to the enforcing authorities**
- **In case of civil action**
- **As a monitoring tool**

ACCIDENT/INCIDENT REPORT FORM

<i>Send one copy to the Director of the Health & Safety Unit Send one copy to the Insurance Officer, Finance Office Retain one copy in the Budget Centre/ Department</i>		Budget Centre/Department etc. reporting accident/incident
Location where the accident/incident occurred		LMA
Description of Accident/Incident		Time
Investigation and action measures taken to prevent a recurrence		Investigation complete? Y/N If no, indicate when investigation should be completed
In the event of an injury		
Name of person involved	Status: Staff (subject/contractor/visitor/other (state):	Staff/Student number
Budget Centre they work in	Job	Telephone number
Time lost	Back to work/study? Y/N If no, indicate expected time off	Time lost of hrs
Nature of injury	Immediate treatment: First aid/hospital/own GP/home/none/other (state):	Further treatment: First aid/hospital/own GP/home/none/other (state):
Names of witnesses		Telephone number
Form completed by	Position	Telephone number
Signed	Head of BC/Manager/Supervisor/H&S Co-ordinator/other (state):	Telephone number
Print name		

WHAT SHOULD BE REPORTED?

- All accidents/incidents resulting in personal injury or time loss
- All accidents/incidents where damage occurs
- All near misses where injury or damage could have resulted

FALLING OVER A BOTTOM DESK DRAW

- **Immediate cause**

- fall due to desk draw sliding open

- **Basic cause**

- incorrect installation of desk

- **Management**

- inadequate training and supervision of person installing desk

Strained back lifting a mailbag containing mail shot, Why?

■ Immediate cause

- bag was too heavy

■ Basic cause

- not enough bags so bags filled to maximum without considering weight

■ Management

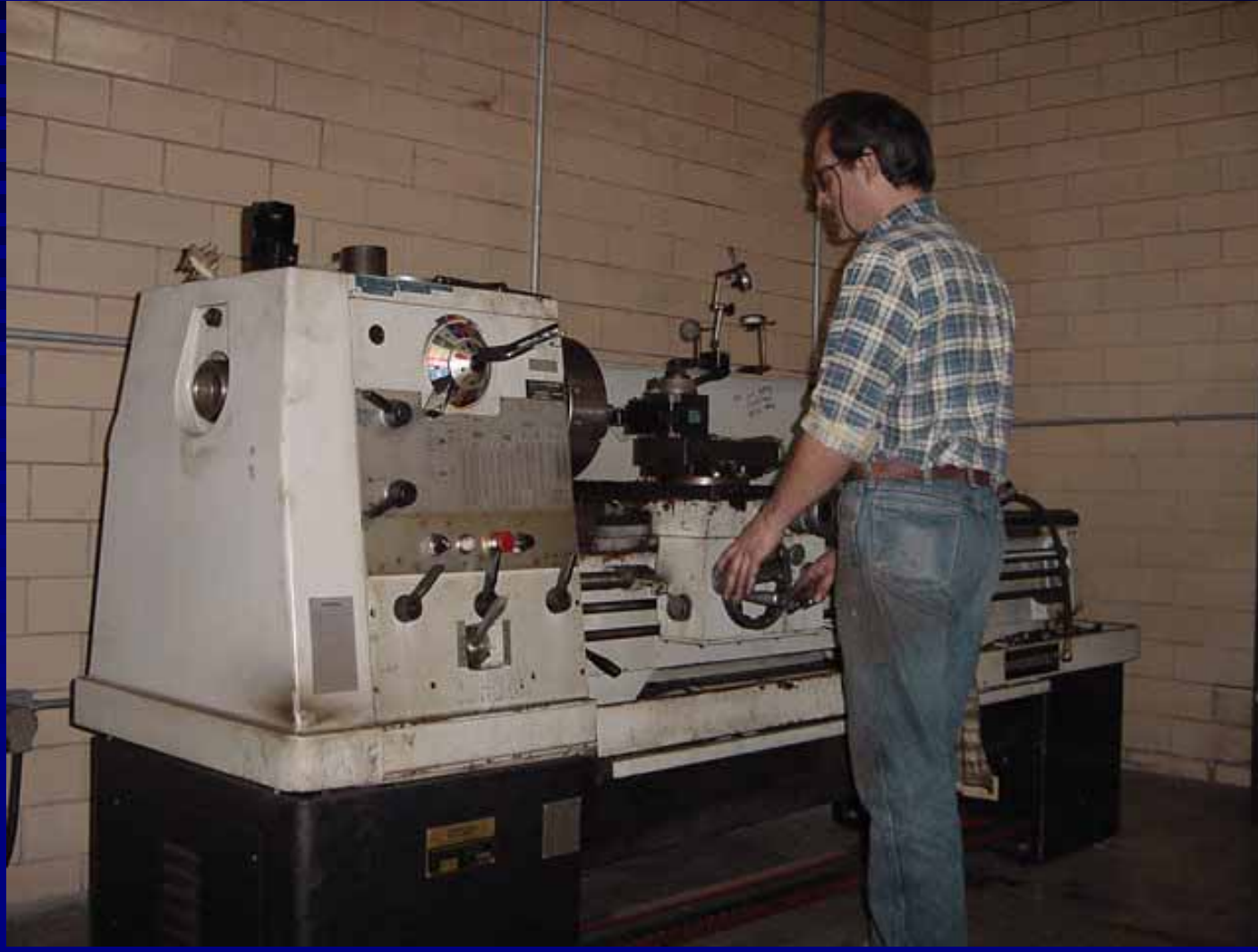
- manual handling assessment not carried out
- alternative arrangements not considered
 - e.g. mail shot sent from printers

Workstations

- A workstation is where a person works
- Standing, sitting, moving
- Ergonomics need to be considered

<https://www.intranet.bham.ac.uk/university/hsu/documents/hsguidance/uhsg5.shtml>

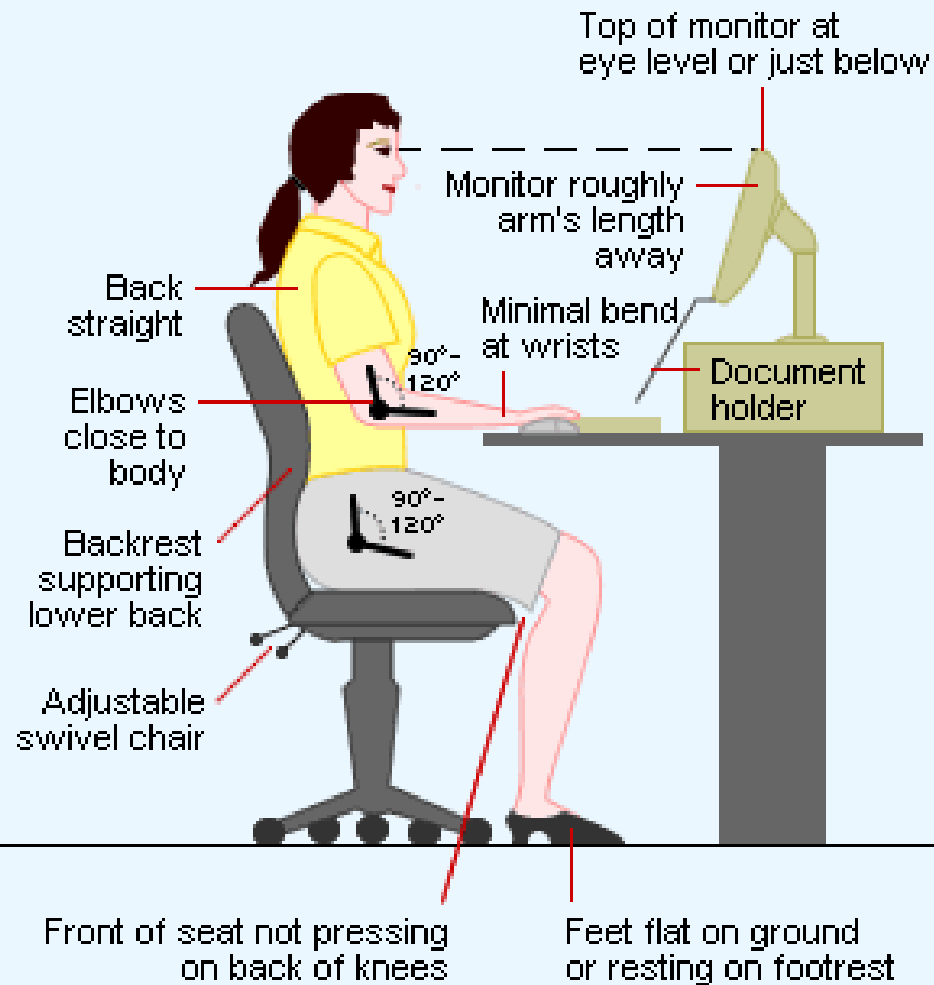
Lathe Man

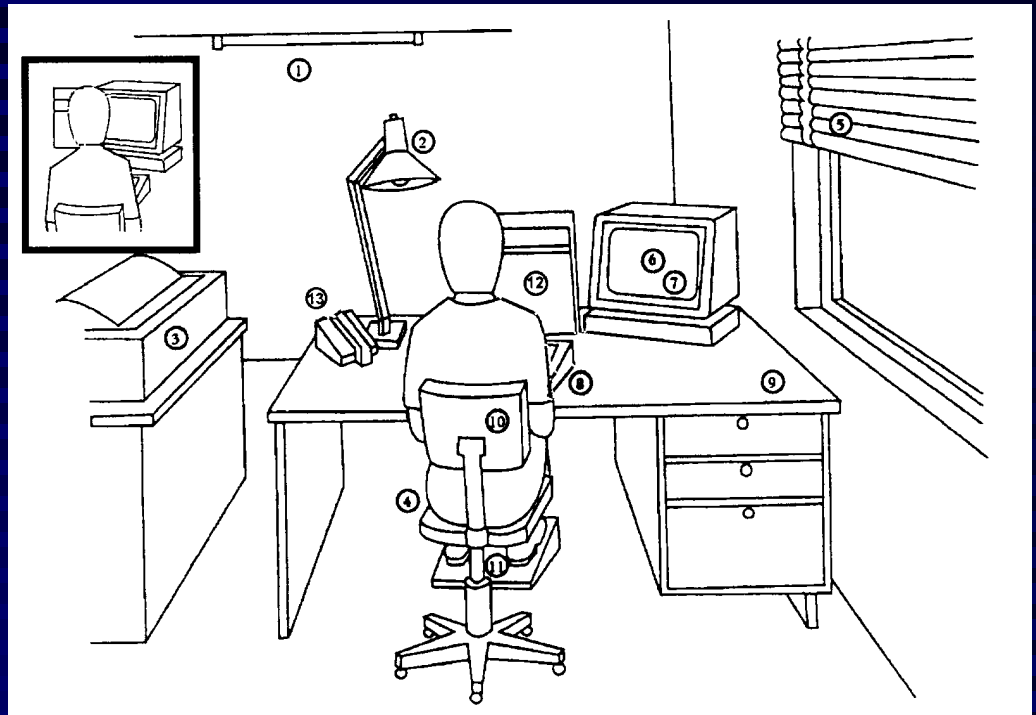






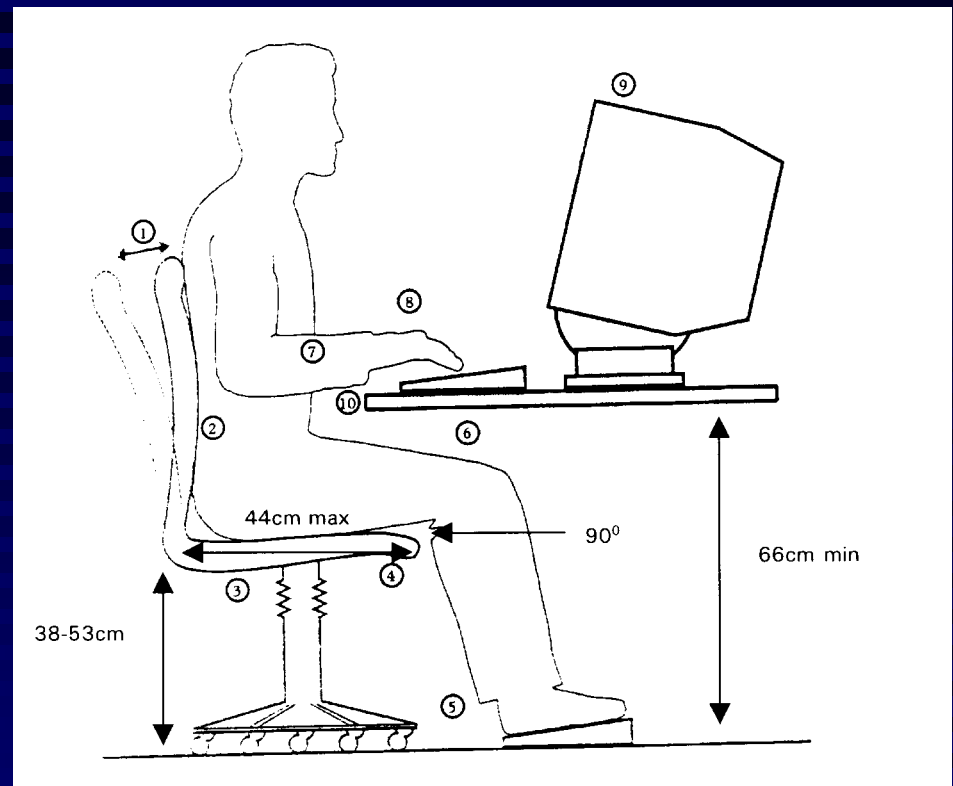
Workstation ergonomics: ideal set-up





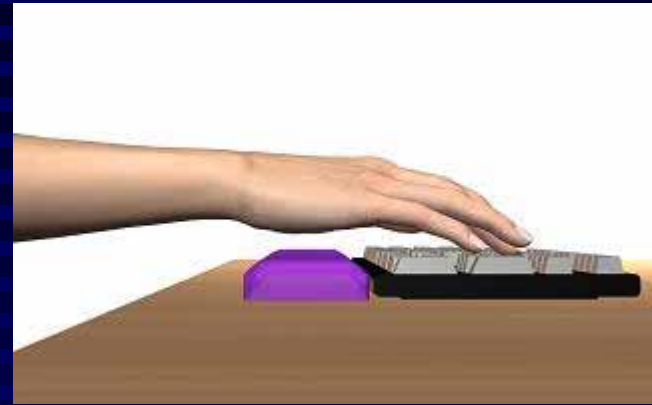
- Adequate lighting
- Work chair: adjustable
- Footrest: adjustable
- Document holder: adjustable
- Keyboard: usable, adjustable, detachable and legible
- Screen: stable image, adjustable, readable and glare and reflection free
- Leg room and clearances to allow postural changes
- Adequate contrast, no glare or distracting reflections
- Window covering if needed to minimise glare
- Work surface: allow flexible arrangements, spacious, glare free
- Often used equipment (e.g. telephone): accessible without stretching
- Distracting noise minimised
- Software: appropriate to task and adapted to user

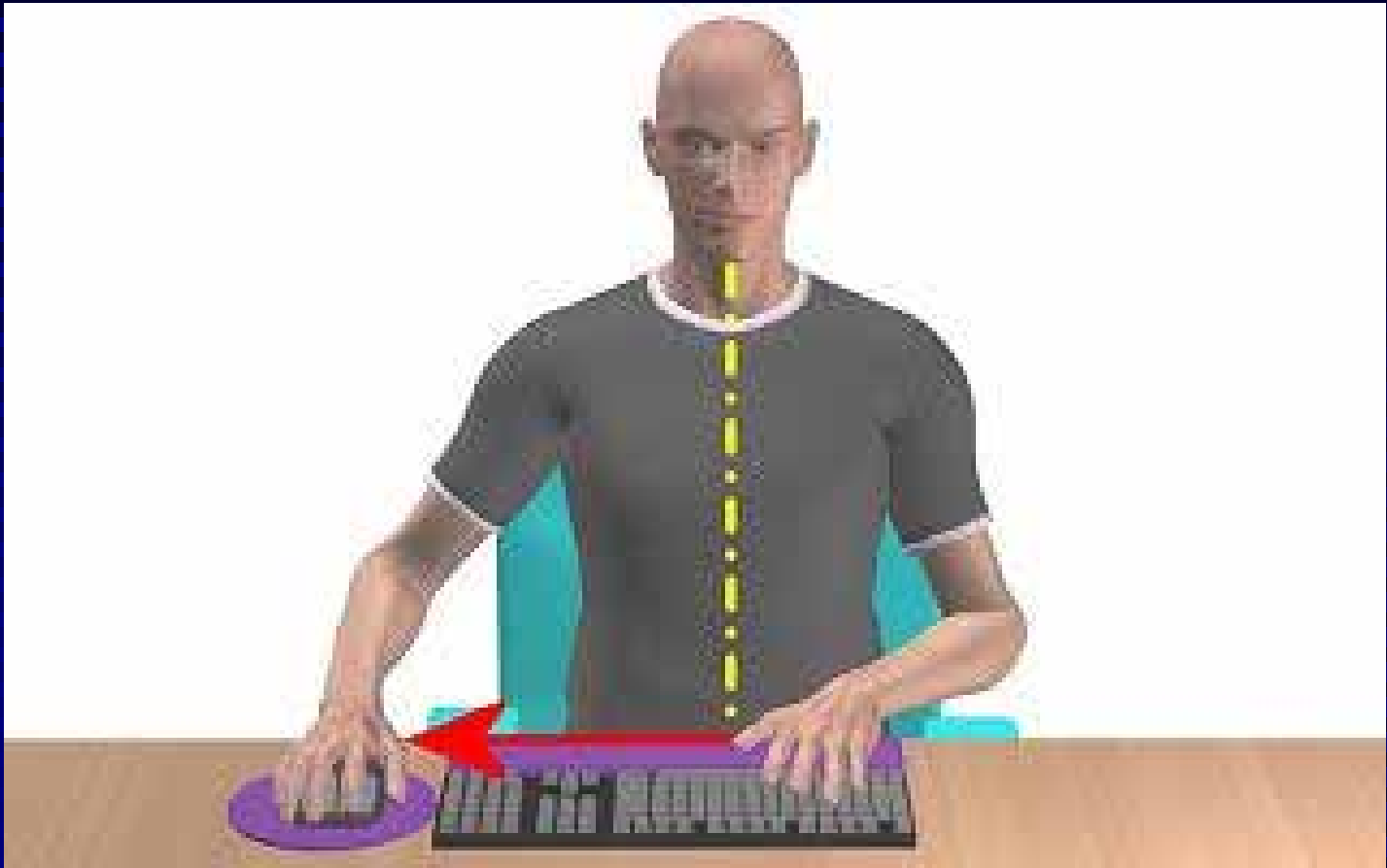
- Seat back adjustability
- Good lumbar support
- Seat height adjustability
- No excess pressure on underside of thighs and backs of knees
- Foot support if required
- Space for postural change, no obstacles under desk
- Forearms approximately horizontal
- Minimal extension, flexion or deviation of wrists
- Screen height, angle and distance should allow comfortable head position without eye strain
- Space in front of keyboard to support hands and wrists during pauses in keying



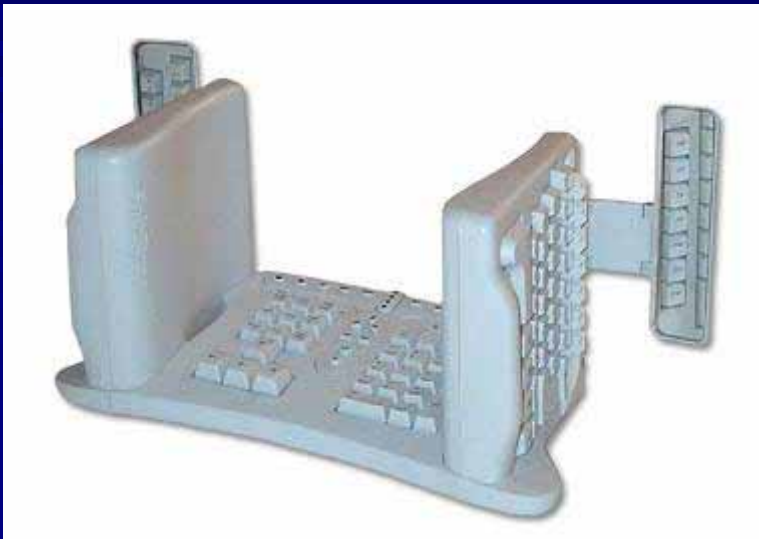
















Display Screen Equipment (DSE)

Display Screen Equipment Regulations

- Carry out a risk assessment (initially self assessment)
- Taking action
- Review

Univeristy DSE policy

<https://www.intranet.bham.ac.uk/university/hsu/documents/hspolicy/7dse.pdf>

DSE Regs Cover

- All Display Screen Equipment (DSE)
- Includes portable DSE in prolonged use
- Workstation includes
 - screen
 - keyboard
 - mouse or other input devices
 - desk
 - chair
 - the immediate work environment and anything in it
- Applies to any staff member who regularly uses DSE

DSE CHECKLIST

This checklist is intended to be used in conjunction with Health and Safety Guidance "Work Station Design" (GUIDANCE/5/WVD/98)

A The Chair	Yes	No	Solutions
A.1. Is your chair stable and supportive?	<input type="checkbox"/>	<input type="checkbox"/> →	If no, please contact Health and Safety Co-ordinator to discuss you chair
A.2 Does your chair adjust in height?	<input type="checkbox"/>	<input type="checkbox"/> →	If no a new chair may be required
A.3 Have you adjusted the chair height?	<input type="checkbox"/>	<input type="checkbox"/> →	Adjust the chair height to allow you to sit with elbows at approximately 90° and approximately 1" above the desk when touching the G and H keys
A.4 After adjustment can you sit with your feet flat on the floor?	<input type="checkbox"/>	<input type="checkbox"/> →	If you cannot sit with your feet flat on the floor you may need a footrest, please contact local Safety Representative
A.5 Does the backrest adjust in both height and tilt?	<input type="checkbox"/>	<input type="checkbox"/> →	If no please contact Health and Safety Co-ordinator to discuss your chair requirements
A.6 Have you adjusted the backrest to fit you?	<input type="checkbox"/>	<input type="checkbox"/> →	Adjust backrest height to fit you in the lower back. Adjust the tilt to allow support in the lower back without pushing you forward or forcing you to lean back
A.7 Does your chair have arms?	<input type="checkbox"/>	<input type="checkbox"/> →	If no please go to Section B, The Desk
A.8. If yes do the arms prevent you from easily sitting close to the desk	<input type="checkbox"/>	<input type="checkbox"/> →	If the arms adjust, lower them to allow you to pull the chair forward to closer proximity to the desk. If the arms do not adjust a different chair may be required

Please go to next section

DSE Checklist

<https://www.intranet.bham.ac.uk/university/hsu/documents/pdfs/dsechkl.pdf>

Workstations under the Display Screen Equipment Regulations

Taking action as a result of the assessment

You may need to refer to:

- **Your supervisor/manager**
- **Your Health & Safety Co-ordinator**
- **University's Occupational Health Adviser**

Workstations under the Display Screen Equipment Regulations

Review

- **Review regularly, particularly when there are changes to the work, the equipment, individual**

**Workstations under the
Display Screen Equipment Regulations**

Important

Take regular breaks!



RSI and Workstation Cases

- **Graphic designer awarded £25,000 for RSI**
 - company at fault because she had not been shown how to use the mouse correctly. She used it with her hand, wrist and forearm unsupported

- **Bank clerk awarded £240,000 for RSI**
 - she was allowed to maintain an incorrect posture at her keyboard for hours on end. The bank admitted breaching its statutory duty to protect her.



Manual Handling

What is Manual Handling?

- A manual handling operation is any: transporting, or supporting of a load by hand or bodily force.
- Operations include
 - lifting
 - putting down
 - pushing
 - pulling
 - carrying
 - any other means of moving a load



LADDERS

<https://www.intranet.bham.ac.uk/university/hsu/atoz2.shtml#ladders>

- Plan work to avoid the need for ladders
- Working at Height Guidance





1. Position ladder properly:
 - facing the work
 - fully open stepladder on level surface and lock spreaders in place
2. Use ladder that is long enough:
 - never climb on top two steps
 - never place stepladder on boxes or unstable bases to gain extra height
3. Climb and use ladder carefully:
 - maintain 3 points of contact
 - brace yourself with your free hand if possible
 - always face the treads
 - do not overreach or lean to one side
 - never carry heavy or bulky objects up or down



Correct use:
Ladder right length, facing work



Ladder Platform
An example of an alternative to steps



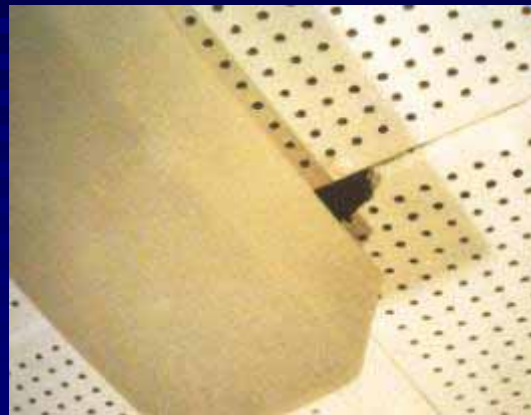


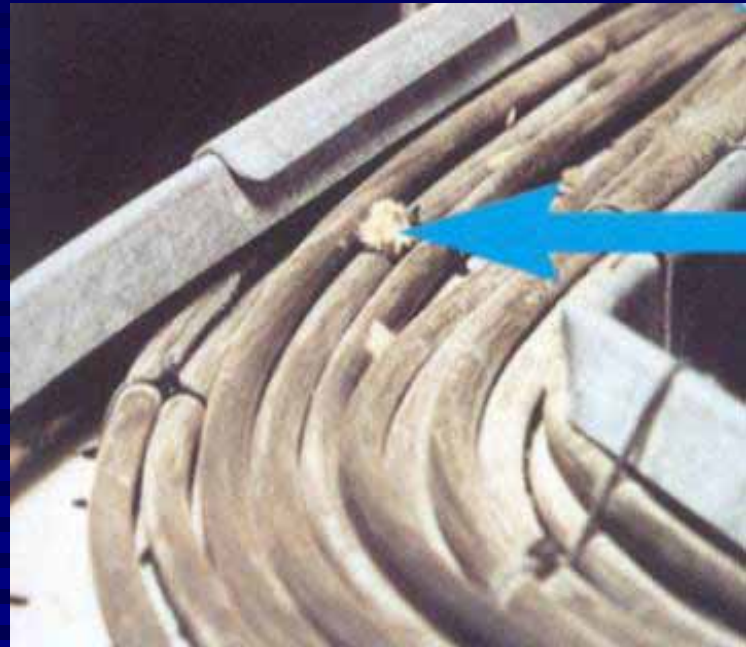


Asbestos

- Fibrous
- Only dangerous if inhaled
- Fibres need to be disturbed and get into airstream and inhaled
- 3 types: blue/brown/white







Managing Asbestos

- Areas where sources of asbestos containing materials are known to exist are labelled with a caution notice.
- Sources of Asbestos Containing Materials are monitored on a regular basis to determine whether there has been any deterioration or damage to the source.
- Entered on the Estates asbestos register



An example of a caution notice

Example of a Label in Position

Caution notice
location



Work likely to disturb walls, ceilings, floors or services MUST NOT be carried out without specific authority from the University's Estates Office. Please report any damage immediately.

Estates Office Contact No 0121 414 6406
Outside of normal working hours contact
Security Tel 0121 414 3000

DO NOT REMOVE THIS NOTICE

Stress etc

Going to Work on Monday



Going Home on Friday

The Way Forward

The Duties of a Safety Liaison Officer

Ensure your areas are safe and comply with the relevant legislation, and budget centre plans by:

- spotting and acting upon hazards**
- completing risk assessments for new equipment, tasks or uses of space**
- carrying out or accompanying conducting officers for 6 monthly safety inspections**
- Conducting work station assessments (DSE checks)**

The Duties of a Safety Liaison Officer (cont)

- Advising on accident procedures and investigate as appropriate**
- Co-operating in fire drills and to obeying the instructions given by officers in fire and other emergencies. This includes attending bi-annual fire training sessions arranged by Academic Services**
- Proactively encouraging a health and safety attitude**