



School of Arts, Languages & Cultures

Health and Safety Policy

2017-18

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1 STATEMENT OF POLICY

The primary functions of the School of Arts, Languages and Cultures (the School) are research and teaching but these aims must be achieved, so far as is reasonably practicable, with no adverse effect on the health and safety of any member of staff, associate or student or external related to the University.

It is the aim of the School to comply with the University's general health and safety policy statement; to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff and students; and to provide information, training and supervision necessary for these purposes. The minimum standards to be adopted are those laid down in statutory legislation and associated codes of practice.

The allocation of duties for safety matters and the particular arrangements for implementing the policy are set out in this document. School requires all individual members to actively contribute to a safer working and teaching environment. At the very minimum this involves staff and students providing risk assessments of activities, and defining and following suitable control measures.

This policy will be kept up to date via an annual review by the Head of School (HoS), aided by the Schools Safety Advisor, to take account of changes in personnel and practices, with the aim of continuously improving standards of health and safety in the Schools.

Members of the Schools work in a variety of environments including class rooms, laboratories as well as overseas. The School staff and students engage with international field trips and they regularly conduct their research and studies off campus. It is important that School maintain this diversity with full regard to the health and safety of all involved.

Professor Alessandro Schiesaro

Head of School

School of Arts, Languages, and
Cultures

2 ORGANISATION, CONTROL AND RESPONSIBILITIES

The Head of School has overall responsibility for health and safety for all School activities. The Head of School has appointed Jayne Hindle (Head of School Administration), Osen Kilic-Yildirim (Compliance and Estates Manager), and Adam Skerritt (Risk Compliance, Health & Safety and Estates Assistant) as the School Safety Advisors (SSA) for the School (see Appendix 4 in the University's 'Statement Health and Safety Policy' for details of the role of the Safety Advisor).

The School of Arts, Languages and Cultures comprises of the following sites:

Samuel Alexander Building (full building)

The Martin Harris Building (full building)

The Mansfield Cooper Building (partial occupation of floors 2, 3, 4)

The Ellen Wilkinson Building (partial occupation of Ground floor, and floors 1 & 2)

The Confucius Institute (full building)

The Schools Safety Advisor (SSA) acts with the full authority of the Head of School in all health and safety matters relating to the sites identified above.

The members of staff responsible for safety in particular areas are listed in *Appendix 2&3* Where problems arise that they are not able to resolve adequately they must advise the Head of Service who has overall responsibility for ensuring that the health and safety policy is implemented.

Everyone must do all that is reasonably practicable to ensure the health and safety of staff and students in the School. This may involve reviewing their training needs, carrying out risk assessments, and preparation of written safety instructions and emergency plans. Those members of staff who teach or supervise students, e.g. in class rooms, laboratories or on field trips, have a special responsibility to ensure the health and safety of those in their charge

All members of staff must keep the safety of equipment and procedures under constant review. This may require budgeting for the phased replacement of older equipment. Where problems arise that require urgent attention, the Head of School must be advised without delay.

All members of staff have a responsibility (i) to co-operate with those members of staff having special responsibility for safety to achieve a safe and healthy workplace, and (ii) to take reasonable care of themselves and others. Whenever a member of staff or student encounters a health and safety situation, which in their opinion is unsafe, they must not proceed but refer the matter to their line manager or supervisor or SSA or the Head of School as appropriate.

Health and Safety matters constitute a standing item of the School Policy and Resources Committee (SPRC). SPRC will meet every month and review the measures taken to ensure the health and safety of staff and students as part of its brief. The role of the committee is to advise the Head of each School and to act as the main forum for debate, change and improvement in health and safety matters in the School.

3 COMPETENCE

It is the School policy that all staff and students should be aware of the importance of health and safety in the life of the School. All staff and students must receive adequate information, instruction and training in safety procedures appropriate to their work. To help them in this task they may consult [University's Health & Safety Services](#) based at Simon Building or SSA.

No staff or student, under any circumstances, should attempt to use a piece of equipment, with which they are unfamiliar, without first receiving tuition from a competent user of the equipment and/or successfully completing any applicable training courses.

4 CO-OPERATION AND COMMUNICATIONS

All staff and students will have access to this Safety Policy, either in paper or electronic form.

Each year, the SSA organises a safety inspection to monitor safety awareness in the Schools. The results of the inspection will be reported to the Head of School for action and form the basis of his/her annual health and safety return. Anyone found contravening the School's Safety Policy would be subject to the University's disciplinary mechanism.

Any general concerns regarding Health and Safety in the Schools should be directed to the Head of School, to the Head of School Administration, to the School Safety Advisors, to the University Safety Advisor (64004), or to the Health and Safety Executive (HSE).

5 CODES OF PRACTICE AND PROCEDURES

5.1 Health & Safety Induction

There are health and safety induction requirements for new, transferring or relocating staff, including those on temporary contracts and agency staff, and where staff move due to the physical relocation of their workplace, as people are more at risk when starting work or facing new situations.

On taking up their appointment, the employee must be advised by their line manager (or his/her representative) of the arrangements that will enable them to work safely, and information about first aid assistance, fire safety and evacuation. This should include an introduction to relevant local personnel with safety responsibilities.

The University's Staff Health & Safety Induction course (THS1E) MUST be completed by all new members of staff. The course is delivered via Blackboard for the majority of University staff, and records of completion will be uploaded from Blackboard to individual training records.

For staff whom do not have a Blackboard account, or limited access to PC's, a video format of this course is available for use by their Line Managers, via Staff Learning &

Development's website. <https://app.manchester.ac.uk/THS1V> Records of course completion should be kept by the local area, and provided to Staff Learning & Development who will update individual training records accordingly.

The University's Induction Checklist should be completed and signed off by the new member of staff, their line manager and the local safety adviser. The checklist cannot specify all possible risks and variations in practical arrangements, and should therefore be amended by a competent person (such as a school safety adviser, or in consultation with Staff L&D or Safety Services) as local circumstances demand.

Where the member of staff indicates they do not understand the information given or the arrangements, the senior manager is responsible for ensuring that suitable additional assistance or training is given.

Completed copies should be returned to the local safety adviser for checking and retaining. These will be audited from time to time.

5.2 Risk Assessments

School demands a formal risk assessment of all activities which have the potential to cause harm, in accordance with the University's code of practice regarding risk assessment. This involves identifying hazards, evaluating the associated risk and devising suitable control measures to eliminate or reduce the risk to an acceptable level. It is the duty of staff to carry out risk assessments of their activities, if such do not already exist, or to follow the control measures defined by existing risk assessments.

Risk assessments are particularly important for off campus activities, and all staff and students involved with fieldwork must complete a full risk assessment or, if able, to sign one of the generic risk assessments that should cover most low hazard activities. All new research bids and tenders must have a risk assessment as an integral part of their composition and this is administered by the School Research Ethics Committee.

Risk assessments need to be reviewed annually. Risk assessments must also be reviewed in the event of any potential changes to the hazards or control measures originally identified. For advice on the completion of a full risk assessment please contact the School Safety Advisor (*Appendix 4*).

5.3 Accidents

All accidents/near misses whether involving injury or not must be reported via the line managers to the University. Accident and incident/near miss report forms can be found at <http://www.healthandsafety.manchester.ac.uk/> and also on the School intranet. Completed forms should be returned to Health and Safety Services, 4.82 Simon Building with a copy sent to the SSA. University's Health and Safety Services have the responsibility to notify the Health and Safety Executive (and Local Authority) of significant incidents and to make the decision of whether a RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013) report needs to be submitted.

5.4 First Aid

The Head of School Administration and Compliance and Estates Manager coordinate the training needs of first aiders on behalf of the School. The persons trained to provide first aid are shown in *Appendix 1*.

In an emergency dial 9-999 on any telephone for the Ambulance Service, who should be directed to the appropriate building. The Building Superintendent in the particular building should also be informed so that the paramedics can be directed to the exact location of the injured party.

The cost of First Aid at Work, Emergency First Aid at Work, First Aid Requalification and First Aid refresher training will be borne by the Directorate of Compliance and Risk. Any other first aid training identified, including that for specialised areas and those involving high hazards e.g. cyanide work, HF, field trips, athletic and sporting activities etc. will be borne by the Faculty, School, Centre or Directorate.

5.5 Safety Services – University First Aid Administrator

The University First Aid Administrator will:

- a) Maintain a current list of all first aiders, their competence, qualification expiry date, contact details and location
- b) Maintain webpage content giving contact details for first-aiders in individual buildings
- c) Provide information on the number of first-aiders and their locations to University Safety Co-ordinators for monitoring purposes
- d) Send a reminder to all current first aiders during the first month in which they can re-qualify (3 months prior to expiry)
- e) Co-ordinate the production of up-to-date first aid notices for posting within buildings, stating the name, location and contact details of the nearest first-aid-er, also including names and numbers for out of hours help
- f) Communicate updates to first-aiders as appropriate or as directed
- g) Maintain a list of the locations of all Automatic Emergency Defibrillators.
 - For school-owned AEDs, confirm maintenance has been carried out and consumables replaced as necessary
 - For AEDs owned by Compliance and Risk, ensure AED is maintained and replace consumables as necessary
- h) Maintain a list of the locations of all First Aid rooms that have been identified as necessary by local first aid assessments
- i) Liaise with local emergency services as appropriate.

5.6 General Fire Safety

Fire is a major hazard. It is important that every effort is made to prevent it occurring. However, should fire break out, prompt action is vital to save lives.

The School's buildings are fitted with alarm systems that consist of bells or sirens. If you detect a fire, give warning to others by breaking the glass on the nearest manual fire alarm call point. These are red boxes sited on main corridors. The alarm will then

sound continuously. On hearing the alarm, leave the building via your nearest available emergency exit without delay. Do not use the lifts and do not rush. Do not lock your office door and do not wait to collect your belongings. Fire action notices are posted on corridor walls detailing where to assemble after evacuating the buildings. Do not return to the building for any reason until permission is given by the Fire Brigade or by a senior member of the University.

All persons must make sure they know the locations of the emergency exits. You are responsible for your visitors and contractors, and must advise them of emergency action. If you are in charge of lectures or laboratory classes you must take responsibility for the orderly evacuation of the building by their class without undue delay. See *Appendix 3* for Fire Marshalls.

5.7 Contractors and Visitors

Under the Health and Safety at Work Act 1974, the University has a duty to make suitable arrangements for contractors and other visitors whilst they are on University premises. Contractors must be advised of any special hazards/situations present in the Schools about which they would not ordinarily be aware. Similarly contractors have a duty to look after the Health and safety of University staff, students and visitors.

At present, the Compliance and Estates Manager liaises with contractors. Staff responsible for particular areas/activities must advise the Compliance and Estates Manager of any special problems in their area so that good communications between the School and contractors can be assured. It is the duty of all staff and students to be responsible for their visitors and to ensure their safe entry and exit from the School, and safe presence whilst within the School's space envelope.

5.8 Lone Working

Working outside of normal hours is a fact of university life, but staff and postgraduate students must be aware of the potential hazards of working alone, and activity should generally be confined to office or library work. Undergraduate students are not allowed in the buildings outside normal hours.

Unaccompanied workers should not attempt any activity involving potential exposure to electric shocks, hazardous substances and heavy weights. The School is advised that the alarms in the lifts are connected to the main desk in the Security Office, but during periods of lone working there will be a delay in people attending. All staff and students should carry a current ID, e.g. swipe card and be prepared to show it to campus security officers if asked.

Anyone with a chronic health condition, or restricted mobility, should complete a risk assessment for out of hours working. Lone working can often be avoided by careful planning. See *Appendix 5* for Out of Hours Working. If it is necessary to access your normal work place please adhere to these measures for your own safety:

- Ensure the building entrance is locked i.e. door closes, after you have gained access. In particular ensure that no one follows you into the building without

presenting their University ID card to you. If this happens politely request that they present their ID and if this is not done then please inform security at the earliest opportunity by telephoning 69966;

- If you do follow someone into the building, as a courtesy and to avoid security being contacted please present your ID card without this being requested;
- Inform someone else of your location and expected time of return (this is in case you are injured e.g. slip on the stairs);
- If possible keep a mobile phone with you at all times;

5.9 Manual Handling

This should not be an issue for normal office work. However, in the laboratories, the workshop, and on fieldwork, it may be necessary to carry heavy loads and the people involved should attend a manual handling course and a manual handling assessment should be undertaken.

5.10 Display Screen Equipment (DSE)

Current regulations on Display Screen Equipment (DSE) put the responsibility on both the employer and the user to ensure the equipment is used correctly. The employer is required (i) to assess each user's working environment with respect to DSE, (ii) to ensure their working environment meets the regulations, (iii) to train each user in the correct procedures with respect to DSE, (iv) to provide suitable support equipment, and (v) to ensure users have ample opportunity to take breaks from DSE related work.

All users are required (i) to ensure they use the equipment in the manner in which they are instructed, (ii) to ensure their chair is adjusted to the most comfortable position, (iii) to ensure there is space underneath the desk to move their legs freely, (iv) to change their posture as often as is practicable, (v) to adjust the keyboard and screen to establish a good typing and viewing position, (vi) to arrange the keyboard to allow space to rest their hands while typing, (vii) to organise their work so that they are not continually twisting and stretching, (viii) to arrange their equipment so that bright lights are not reflected on the screen and they are perpendicular to the equipment, and (ix) to organise their work so that they can take regular breaks from the equipment. For more information please see:

<http://www.healthandsafety.manchester.ac.uk/toolkits/dse/>

(See Appendix 4)

5.11 Children on University Premises

Ordinarily the presence of children on University premises should not be encouraged. If there are circumstances where a child (whose parent/guardian is a member of staff) must be brought into the School, the parent/guardian is responsible for the safety of that child.

Further guidance on Safeguarding Children can be obtained from [here](#).

Parents/guardians are also responsible for the behaviour of their children at all times whilst on University premises risk assessment (*Appendix 5*) refers. Generic Risk Assessment (*Appendix 5*) provides instruction for visits of children to the School.

5.12 Electrical Safety

Faulty electrical equipment can cause death by electric shock, burns, fire etc. You must make regular visual inspections for the condition of mains cables, plugs and fuses on electrical equipment that you use. If you notice frayed cables and loose connections you should take the equipment out of service and not use it again until checked by a competent person.

All portable electrical equipment in the Schools is tested for electrical safety during a 36 month cycle. A portable electrical safety tester is used for testing insulation breakdown and earth continuity in accordance with British Standards by an outside contractor. All equipment that has passed the test will be labelled with the date of the test. Equipment that has failed the test must be withdrawn from service.

Any new electrical equipment purchased by the School must undergo a PAT (Portable Appliance Test) before use. There may be delays between delivery and availability. Staff, students and visitors bringing their own equipment e.g. laptops, on to University premises are responsible for their electrical safety.

5.13 Fieldwork and off Campus Working

Fieldwork is any practical work carried out by staff or students for the purpose of teaching and/or research in places that are not under University control but where the University is responsible for the safety of its staff and students and others exposed to their activities.

Fieldwork in the School consists of organised field courses and visits and, for some students, unaccompanied year abroad arrangements in their 3rd year of study. Graduate students and staff also carry out fieldwork at home and abroad.

A separate booklet on field safety, based on UCEA and USHA guidelines, is available to all students by visiting

<http://www.ucea.ac.uk/en/publications/index.cfm/guidance-on-health-and-safety-in-fieldwork>

If the risks associated with fieldwork and off campus working are not covered in the generic risk assessment then a full and specific risk assessment will need to be completed.

Under the circumstances, it is not reasonably practicable for members of staff to be directly responsible for the Health and safety of students doing independent fieldwork away from the University unless explicit arrangements have been made

beforehand. However, as part their preparations, all students should be familiar with the field safety information.

5.14 Working at Height

It is imperative throughout the University that risk assessments for work at height are properly carried out and key findings recorded. Work at height is construed widely to include work from ladders and step ladders, and work on roofs, scaffolds, mobile elevating work platforms, rope access, etc. Training needs must be identified and provided. Only those who have completed the University's Working at Height course should use ladders, step ladders etc.

5.15 Occupational Health

Introduction

1. The Occupational Health Service is part of Directorate for the Student Experience, Division of Student Life within the Professional Support Services of the University.
2. It is important to note that this is a specialist service and all Staff and Students are encouraged to register with a General Practitioner for the provision of primary care services.

Occupational Health Service (Staff/ Students)

3. The clinical team is managed by the Head of Occupational Health Services whilst the administration is the responsibility of the Occupational Health Service Manager.
4. Our site at The Mill looks after all staff and Post Graduate students and all Undergraduate students are looked after at Waterloo Place.

5. Contact details

- for Waterloo Place
Reception phone 0161 2752858
Reception e mail waterloocchealth@manchester.ac.uk

- for Jackson's Mill, Sackville Street
Reception phone 0161 3065806
Reception e mail Millocchealth@manchester.ac.uk

The service is normally open between 9am to 4pm Monday to Friday.

The Occupational Health Services Available for Staff

6. These include:
 - (a) Advice on fitness for appointment and appropriate adjustment where necessary.
 - (b) Reviewing the fitness of employees during illness and advising on rehabilitation and re-deployment, where appropriate.
 - (c) Advising management and employees in relation to sickness absence.

- (d) Assessing risk relating to the health of individuals and groups engaged in particular tasks.
- (e) Monitoring of health on an ongoing basis via health surveillance programmes.
- (f) Assessing employees' eligibility for long term disability benefits and for retirement on health grounds.
- (g) Supporting organisational health promotion activities in line with corporate wellbeing strategies.
- (h) Offering help and support in relation to alcohol, smoking, drug abuse or other health issues which may affect employees.
- (i) Providing help and advice to employees who travel abroad for work related activities, e.g. appropriate vaccinations etc.
- (j) Providing advice in relation to medico-legal employment issues.
- (k) Treating inoculation injuries if occurring at work.

7. Employees May Be Seen:-

- (a) Following Management Referral
Managers may decide that it is appropriate to refer employees to the Occupational Health Service. Following a referral and consultation a report is provided. Almost always the contents and indeed a copy of the report will be available to the employee.
- (b) Following Self-Referral
Employees can make their own arrangements to be seen if they have any relevant concerns. In these cases the consultation is strictly confidential and no reports are provided unless specifically requested by the individual concerned.
- (c) Statutory Appointments
Where necessary for health surveillance required under legislation.
- (d) Confidentiality
Employees can be reassured that any medical information obtained will be dealt with on a strictly confidential basis. No medical or personal details will be divulged to management/ personnel without an individual's written/ informed consent.

The Occupational Health Services Available for Students

8. These include:

- (a) Advice on a student's fitness to undertake a course and any appropriate adjustments that may be required.
- (b) Advice on fitness to study where there is a concern in relation to a student's medical fitness to attend university, study and sit exams.
- (c) Health surveillance where required by legislation.
- (d) Appropriate screening and vaccinations where necessary depending on the demands of the course, i.e. health care students.
- (e) Provision of medical certification for a range of non-course related activities, i.e. attendance at Camp America.
- (f) Provision of comprehensive travel advice/ vaccinations/ travel packs for course related (e.g. field work, electives etc.) and leisure travel.

- (g) Provision of health promotion advice on a range of issues such as alcohol, drugs and contraception.
- (h) Advice may be available in a number of emergency situations such as Students taken suddenly ill on campus or during examinations.
- (i) Advice on a number of health related issues e.g. sexual health.

9. Students May Be Seen

(a) Following faculty/ school referral

Tutors may decide that it is appropriate to formally refer students by writing to the Occupational Health Service for a medical opinion. Following the consultation a written report will be provided and almost always the contents and indeed a copy of this will be available to the student.

(b) Following self-referral

Students can make their own arrangements to be seen if they have any relevant concerns. In these cases the consultation is strictly confidential and no reports are provided unless specifically requested by the individual concerned.

(c) Statutory appointments

Where necessary for health surveillance required under legislation or screening due to course requirements.

Confidentiality

10. Students can be reassured that any medical information obtained will be dealt with on a strictly confidential basis. No medical or personal details will be divulged to the University without an individual's written/ informed consent.

Please Note: The Service is NOT a primary care provider. All students are advised to register with a local NHS GP. A list of GPs is available at Student Occupational Health.

6 MONITORING SAFETY POLICY

This policy will be monitored periodically by the Head of Service in coordination with the Head of School Administration and SSA not less than annually to ensure it is effective in creating a safe and healthy working environment. This is done by:

- Regular review of accident and ill health reports from the Schools
- Regular review of housekeeping and safety awareness by periodic health and safety inspections
- Regular review, and update if necessary, of the safety policy documentation
- Regular monitoring and review of risk assessments

7 FURTHER INFORMATION

Further information on specific activities carried out in the School including but not limited to students placements as part of Residence Abroad, Study China and Summer School Programmes or Archaeology Field Trips could be obtained by contacting the Head of School Administration or Compliance and Estates Manager.

You can also find further information on health and safety at the University of Manchester by visiting <http://www.healthandsafety.manchester.ac.uk/>

All staff and students are encouraged to study this for themselves and to note anything that seems relevant to them. For example, pregnancy involves special problems but the person concerned will be aware of this condition long before her colleagues. She must therefore take responsibility for her own safety, including informing others of any tasks that she should not do etc.

The Health and Safety Executive (HSE) oversee/enforce health and safety in the UK. The HSE produces guidance covering a wide range of health and safety topics of interest to “the world of work” available from <http://www.hse.gov.uk/>.

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Appendix 1: General health & safety appointments and mandatory minimum training requirements

Appointment	Usual abbr	Minimum training (or equivalent*)	Length of course	How to access course	Refresher period	Source of advice
School (or directorate/unit) safety advisor	SSA	IOSH Managing Safely (low risk areas)	1 day	L&D, course THS78		L&D for course booking
		IOSH Managing Safely (higher risk)	4 day	L&D, course THS12		L&D for course booking
		Recommended in higher risk areas, NEBOSH General Certificate in Health & Safety	Equivalent of 2 weeks	L&D, course THS66		Your University Safety Co-ordinator and Rachel Valentine, L&D, for advice re equivalence
First aider	n/a	First Aid at Work Certificate (higher risk areas)	3 days	L&D, course THS87	Requalification (2 days) every 3 years	Janet Makin, University First Aid Co-ordinator
		Emergency First Aid at Work (low risk areas)	1 day	L&D, course THS119	Requalification (1 day) every 3 years	
Display screen assessor	DSA	DSE Assessment/ Workplace Assessment	2 hours	L&D course THS17		L&D for course booking Arthur Nicholas
Fire Evacuation Marshal	FEM	University Evacuation Marshal training	3 hours	L&D, course THS47		L&D for course booking. University Fire Evacuation & Training Co-ordinator for how many / where

It is the responsibility of the individual to identify when refresher training / revalidation of training may be due. Staff L&D do not provide reminders to individuals and managers when certification is about to expire or training needs to be refreshed (with exception to First Aid training).

Appendix 2: Persons qualified to provide first aid

Name	Tel.	Building	Room
Amy Parkinson	61620	Samuel Alexander	W1.12
Shahina Islam	53482	Samuel Alexander	WG.10
Theresa Wroe	63397	Samuel Alexander	WG.13
Lynn Trillo	53268	Samuel Alexander	A9
Francesca Smith	63392	Samuel Alexander	WG.7
Kimberley Hunter	58070	Samuel Alexander	A5
Adam Skerritt	53324	Samuel Alexander	A6
Janet Platt	63391	Samuel Alexander	WG.10
Sandra Aksenaviciute		Samuel Alexander	WG12
Nicholas Prideaux	53074	Mansfield Cooper	4.02
Adele Aubrey	64573	Ellen Wilkinson	C1.24
Betty-ann Bristow-Castle	57044	Ellen Wilkinson	C1.50
Julie Fiwka	58050	Ellen Wilkinson	CG.06
Stephanie Rinaldi	58350	Ellen Wilkinson	C1.49
Karl Spencer	53267	Martin Harris Centre	
Hannah Garrett	53319	Martin Harris Centre	G.32
Emma Rayner	58950	Martin Harris Centre	G.32
Tom Pearce	58969	Martin Harris Centre	G.33
Jon Tipler	53262	Martin Harris Centre	G.002
Nathan Mannion	61787	Martin Harris Centre	G32
Anne-Marie Nugnes	58322	Martin Harris Centre	G34
Abdul Pathan	53013	Martin Harris Centre	
Karen Wang (Confucius Institute)	61621	180 Waterloo Place	N/A
Hayley Teixeira-Roxburgh (Confucius Institute)	58667	180 Waterloo Place	N/A

First aid equipment is located as shown below:

Building	Location of First Aid Kits
Samuel Alexander Building	Porters' Lodge, A1, A9, Teaching & Learning Receptions in A6, W1.13, W2.13, S3.5
Mansfield Cooper Building	Room 2.16
Martin Harris Centre	Room G32
Ellen Wilkinson Building	Porters' Lodge
Odd Fellows Hall	Room D1

Appendix 3: School Fire Marshalls

Name	Tel.	Building	Room
Angela Farrand	57960	Samuel Alexander	NLG.6
Sonja Bernhard	53429	Samuel Alexander	A19
Adam Skerritt	53324	Samuel Alexander	A6
Lauren Marsh	50302	Samuel Alexander	W1.13
Theresa Wroe	63397	Samuel Alexander	WG.13
Janet Platt	63391	Samuel Alexander	WG.10
Nicholas Prideaux	53183	Mansfield Cooper	4.02
Howard Goodison	63085	Samuel Alexander	WLG.5
Francesca Smith	63392	Samuel Alexander	WG.7
Stephanie Rinaldi	58350	Ellen Wilkinson	C1.49
Julia Fiwka	58050	Ellen Wilkinson	CG.06
Andrew Fairhurst	61726	Ellen Wilkinson	CG.06
Adele Aubrey	64573	Ellen Wilkinson	C1.24
Mark Woolstencroft	58319	Martin Harris Centre	G36
Karl Spencer	53267	Martin Harris Centre	F11
Tom Pearce	58969	Martin Harris Centre	G33
Nathan Mannion	61787	Martin Harris Centre	G32
Hannah Garrett	53319	Martin Harris Centre	G32
Karen Wang (Confucius Institute)	61621	180 Waterloo Place	N/A
Hayley Teixeira-Roxburgh (Confucius Institute)	58667	180 Waterloo Place	N/A

Appendix 4: Display Screen Equipment (DSE)

Name	Tel.	Building
Fiona Cooper	58070	Samuel Alexander
Mark Woolstencroft	58319	Martin Harris Centre
Osen Kilic-Yildirim	58968	Samuel Alexander
Adam Skerritt	53324	Samuel Alexander

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Appendix 5: General Risk Assessment Form: Normal Office work on campus

Date: (1)	Assessed by: (2)	Validated by: (3)	Location: (4) <i>Normal Office work on Campus</i>	Assessment ref no: (5) Generic Risk Assessment (c)	Review date: (6)
<p>Task/Premises: (7)</p> <p>This Generic Risk Assessment has been approved by the Head of School (HOS) for normal office work.</p> <p>A Full Risk Assessment must be completed for any extra hazards not covered by this Generic Risk Assessment and must be signed by the fieldworker's adviser/supervisor in the case of students before Permission to Proceed is granted.</p> <p>An additional Risk Assessment Form must be completed for any extra hazards not covered by the Generic Risk Assessments (there are three Generic Risk Assessments) and must be validated by the adviser/supervisor in the case of students before Permission to Proceed is granted. Staff should obtain the validation of the Head of Division. No work may be carried out without Permission to Proceed.</p> <p>SALC Generic : Normal office work on Campus</p>					

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Working from home	See below	All of SALC	Observe the guidance below on normal office working. If a hazard exists then seek advice from the School Safety Advisor and if necessary adopt alternative working arrangements.	Low	A
Working in office	Communication in emergency	All members of SALC	<ul style="list-style-type: none"> • If an incident is life threatening or serious call the emergency services on (9)999 • Inform the University Security Services on 69966 • Inform School Office +44 (0)161-3061240 of any problem ASAP. 	Medium	A
Working in office	Accidental injury	Self, etc	<ul style="list-style-type: none"> • Current list of trained first aiders is given on SALC Intranet. • For first aid outside of normal working hours contact University Security office on 69966 	Low risk	A
Working in office	Slip or trip (from trailing cables, objects on floor, etc)	Self, others in office, visitors, cleaners	<ul style="list-style-type: none"> • Good standards of housekeeping should be maintained, including no trailing cables, no obstructions of floor, no papers on floor. • Regular removal of rubbish. • Filing cabinet drawers not left open. • Carpet in good condition, no defects in floor coverings. 	Low risk	A

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Working in office	Environmental conditions (heating, lighting, ventilation)	Self, others in office, visitors, cleaners	<ul style="list-style-type: none"> • Heating and ventilation controlled locally by occupants. • Lighting levels satisfactory. • System of reporting defects to Estates (x52424). • General Services are serviced by Building Attendants who should be contacted during normal working hours to report a problem. Before 8.30am and after 5.00pm Monday to Friday, at weekends and on Bank Holidays you should report any problems to the Main Security Office on 69966. 	Low risk	A
Use of DSE	Repetitive movements, awkward posture	Self, and other staff	<ul style="list-style-type: none"> • DSE assessment forms completed (see separate forms). • Information given about risks. • Work pattern/rate under control of user. 	Low risk	A
Use of electrical equipment (list items present)	Electric shock Fire	Self, other occupiers, visitors, cleaners	<ul style="list-style-type: none"> • Fixed installation maintained by Estates. • Portable appliances subject to testing regime (records kept by Compliance and Estates Manager). • Visual checks of cables, connections, plugs etc., by self. 	Low risk	A
Working in office	Fire	Self, other occupiers, visitors, cleaners	<ul style="list-style-type: none"> • No smoking policy • Prompt disposal of waste • Smoke detectors installed. Automatic alarm system for building, tested weekly, alarm audible and familiar, exit routes known and practiced. • Current list of Fire Marshalls is given on SALC Intranet 	Low risk	A

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Lone working in office	No assistance for illness, personal attack	Self	<ul style="list-style-type: none"> • Door locked whenever office unattended, or out of hours. • Phones available, emergency numbers known (see above). • Follow SALC out of hour's policy: if you are working in the building before 8am or after 6pm on weekdays, during weekends or public holidays/University closure periods. It is in your own personal interest to follow these guidelines: <ul style="list-style-type: none"> • Ensure the building entrance is locked after you have gained access. • Sign in using the out of hours register. • Inform someone else of your location and expected time of return (this is in case you are injured e.g. slip on the stairs). • If possible keep a mobile phone with you at all times. • Please note the University Security/Emergency number of 69966. Emergency services (Fire, Ambulance, Police) can be obtained on (9)999. 	Low risk	A
Manual handling of loads	Back and other injuries	Self and other occupiers	<p>Only light weight items moved (books, files) Upper shelves accessed via kick stool Heavier items stored at waist height where possible. Assistance sought for movement of more significant loads (e.g. office or furniture moves).</p>	Low risk	A.
Welfare facilities	Infection, personal comfort	Self, etc.	<p>Provision of WCs, drinking water etc., by Estates. System of reporting defects on helpdesk (x52424)</p>		A

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Working in office	Working at heights, use of ladders	All members of SALC	You must have attended the University's Training Course for working at height before you are permitted to use ladders or any other device.	High	A
Children on campus	Safeguarding children on university premises	Children (aged 16 or less)	<p>Actions: staff should read and abide by the instructions in the University policy for safeguarding children (16 years or less) on University premises. This states that supervised visits by children are welcomed for which a full risk assessment must be completed. Only under exceptional circumstances should parents/guardians bring children onto University premises and in such circumstances the University policy provides instructions on the necessary actions. In addition to the University policy, the School and Environment stipulates that no children should be taken into the laboratory or workshop areas of the school without a full risk assessment. Children should not be brought onto school premises during out of hours working. Children should not partake in off-site activities without a full risk assessment. Any staff or student working with children should ensure that the SALC ethics committee and/or their supervisor have agreed to the project/work and an appropriate risk assessment is completed. It will be necessary for any individual working with children to be checked by the police with the Disclosure & Barring Service.</p>	Low	A

Action plan (14)				
Ref No	Further action required	Action by whom	Action by when	Done

Notes to accompany General Risk Assessment Form

This form is the one recommended by Health & Safety Services, and used on the University's risk assessment training courses. It is strongly suggested that you use it for all new assessments, and when existing assessments are being substantially revised. However, its use is not compulsory. Providing the assessor addresses the same issues; alternative layouts may be used.

- (1) **Date:** Insert date that assessment form is completed. The assessment must be valid on that day, and subsequent days, unless circumstances change and amendments are necessary.
- (2) **Assessed by:** Insert the name and signature of the assessor. For assessments other than very simple ones, the assessor should have attended the University course on risk assessments <http://www.staffnet.manchester.ac.uk/employment/training/health-and-safety/>.
- (3) **Validated by:** Insert the name and signature of someone in a position to validate that the assessment has correctly identified hazards and addressed the risks. This will normally be a line manager, head of division, supervisor, principal investigator, etc., who should be competent to identify the hazards and assess the risks. This person should have attended the University's risk assessment course, or equivalent.
- (4) **Location:** Insert details of the exact location, i.e. building, floor, room or laboratory etc
- (5) **Assessment ref no:** Use this to insert any local tracking references used by the school or administrative directorate
- (6) **Review date:** Insert details of when the assessment will be reviewed as a matter of routine. This might be in 1 year's time, at the end of a short programme of work, or longer period if risks are known to be stable. Note that any assessment must be reviewed if there are any significant changes – to the work activity, the vicinity, the people exposed to the risk, etc
- (7) **Task / premises:** Insert a brief summary of the task, e.g. typical office activities such as filing, DSE work, lifting and moving small objects, use of misc. electrical equipment. Or, research project [title] involving the use of typical laboratory hardware, including fume cupboards, hot plates, ovens, analysis equipment, flammable solvents, etc.
- (8) **Activity:** Use the column to describe each separate activity covered by the assessment. The number of rows is unlimited, although how many are used for one assessment will depend on how the task / premises is sub-divided. For laboratory work, activities in one particular lab or for one particular project might include; use of gas cylinders, use of fume cupboard, use of computer or other electrical equipment, use of lab ovens, hot plates or heaters, use of substances hazardous to health, etc
- (9) **Hazard:** For each activity, list the hazards. Remember to look at hazards that are not immediately obvious. For example, use of a lathe will require identification of the machine hazards, but also identification of hazards associated with the use of cutting oils (dermatitis), poor lighting, slipping on oil leaks, etc. The same activity might well have several hazards associated with it. Assessment of simple chemical risks (e.g. use of cleaning chemicals in accordance with the instructions on the bottle) may be recorded here. More complex COSHH assessments e.g. for laboratory processes,

should be recorded on the specific COSHH forms (link).

- (10) **Persons in danger:** Insert everyone who might be affected by the activity. Remember those who are not immediately involved in the work, including cleaners, young persons on work experience, maintenance contractors, Estates personnel carrying out routine maintenance and other work. Remember also that the risks for different groups will vary. E.g. someone who needs to repair a laser may need to expose the beam path more than users of the laser would do.
- (11) **Existing measures to control the risk:** List all measures that already mitigate the risk. Many of these will have been implemented for other reasons, but should nevertheless be recognised as means of controlling risk. For example, restricting access to laboratories or machine rooms for security reasons also controls the risk of unauthorised and unskilled access to dangerous equipment. A standard operating procedure or local rules (e.g. for work with ionising radiation, lasers or biological hazards) will often address risks. Some specific hazards may require detailed assessments in accordance with specific legislation (e.g. COSHH, DSEAR, manual handling, DSE work). Where this is the case, and a detailed assessment has already been done in another format, the master risk assessment can simply cross-reference to other documentation. For example, the activity might be use of a carcinogen, the hazard might be exposure to hazardous substances, the existing control measures might all be listed in a COSHH assessment. Controls might also include use of qualified and/or experienced staff who are competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.
- (12) **Risk Rating:** The simplest form of risk assessment is to rate the remaining risk as high, medium or low, depending on how likely the activity is to cause harm and how serious that harm might be.

The risk is **LOW** - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight. The risk is **MEDIUM** - if it is more likely that harm might actually occur and the outcome could be more serious (e.g. some time off work, or a minor physical injury). The risk is **HIGH** - if injury is likely to arise (e.g. there have been previous incidents, the situation looks like an accident waiting to happen) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality.

Schools or administrative directorates may choose to use other rating systems. Typical amongst these are matrices (of 3x3, 4x4, 5x5 or even more complex) which require the assessor to select a numerical rating for both “likelihood that harm will arise” and “severity of that harm”. These may give a spurious sense of accuracy and reliability – none are based on quantitative methods. There are methods of estimating risk quantitatively, and these may be appropriate for complex design of load bearing structures and the like. Advice on methods of risk assessment is available from HSS. Whatever system of assessment is adopted, it is **essential** that the assessor has received suitable training and is familiar with the meaning of the terms (or numbers) used.

- (13) **Result:** This stage of assessment is often overlooked, but is probably the most important. Assigning a number or rating to a risk does not mean that the risk is

necessarily adequately controlled. The options for this column are:

T = trivial risk. Use for very low risk activities to show that you have correctly identified a hazard, but that in the particular circumstances, the risk is insignificant.

A = adequately controlled, no further action necessary. If your control measures lead you to conclude that the risk is low, and that all legislative requirements have been met (and University policies complied with), then insert A in this column.

N = not adequately controlled, actions required. Sometimes, particularly when setting up new procedures or adapting existing processes, the risk assessment might identify that the risk is high or medium when it is capable of being reduced by methods that are reasonably practicable. In these cases, an action plan is required. The plan should list the actions necessary, who they are to be carried out by, a date for completing the actions, and a signature box for the assessor to sign off that the action(s) has been satisfactorily completed. Some action plans will be complex documents; others may be one or two actions that can be completed with a short timescale.

U = unable to decide. Further information required. Use this designation if the assessor is unable to complete any of the boxes, for any reason. Sometimes, additional information can be obtained readily (e.g. from equipment or chemicals suppliers, specialist University advisors) but sometimes detailed and prolonged enquiries might be required. E.g. is someone is moving a research programme from a research establishment overseas where health and safety legislation is very different from that in the UK.

For T and A results, the assessment is complete.

For N or U results, more work is required before the assessment can be signed off.

- (14) **Action Plan:** Include details of any actions necessary in order to meet the requirements of the information in Section 11 'Existing measures to control the risk'. Identify someone who will be responsible for ensuring the action is taken and the date by which this should be completed. Put the date when the action has been completed in the final column.