CONTINUING EDUCATION.

SAFETY CODE OF PRACTICE

February 2019
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APPENDICES
The Code of Practice for Continuing Education covers the basement and ground floor of 126 Mt Pleasant.

Please note that the University’s Policy and Codes of Practice should be regarded as the minimum standards for all CE H&S practices and they form the basis of local arrangements. See http://www.liv.ac.uk/safety/ for further details.

SECTION 1 – EMERGENCY PROCEDURES

Evacuation in case of fire, explosion or other emergency

Call 2222 in the event of emergency situations.

Fire
1. Discovery of a fire and raising the alarm
   • Raise the alarm
   • Operate nearest fire alarm by breaking glass
   • Call Fire Services on 2222
   • Give clear and exact address
   • Close all windows and doors switch off all electrical and gas appliances
   • Ensure the Fire Services has been called

2. On hearing the alarm or on notification to leave the building
   • Leave the building and go to the assembly point at Student Services Carers Car Park, Mount Pleasant
   • Leave the building quickly and calmly via your nearest exit. If blocked use alternative route.
   • When leaving the building do not use the lift as the power supply may fail, or possibly the lift may go to the fire affected area.
   • Report to the assembly point, accompanying visitors to the building
   • Managers to account for staff and visitors and report to Departmental Safety Co-ordinator
3. In the event of Fire

- On locating a fire priority must be given to sounding the alarm and ensuring the Fire Brigade is called out
- In order to prevent the spread of fire heat and smoke windows and doors need to be closed where this can be done quickly.
- Fire doors must also be closed at all times.
- Electrical equipment must be stopped and power supplies switched off where this can be done quickly

**IMPORTANT**

<table>
<thead>
<tr>
<th>DO NOT take risks</th>
<th>DO NOT stop to collect personal belongings</th>
</tr>
</thead>
<tbody>
<tr>
<td>DO NOT return to the building for any reason unless authorised to do so</td>
<td>DO NOT use the lifts</td>
</tr>
</tbody>
</table>

Fire extinguishers are available throughout the building for use. However University Policy is such that staff should not attempt to fight fires but to leave the building immediately if a fire is discovered or the bell is sounded. Fires should only be tackled if:

- The person using the extinguisher is familiar with its use
- The fire is small and unlikely to spread
- An escape route behind the person using the extinguisher is available.

If the use of fire fighting extinguishers is required, first and foremost, the individual must not put themselves and risk. There are two types of fire extinguishers that can be used depending on the source of the fire:

- Carbon Dioxide Extinguishers (smaller red extinguisher) to be used where the fire source is electrical equipment e.g. heaters, computer etc.,
- Foam Extinguishers (large red extinguisher) are to be used where the fire source is combustible of flammable material only – *this should not be used on electrical equipment*.

If the use of fire extinguisher is required the following instructions must be used.

- Use extinguisher upright and pull out pin.
- Aim hose at base of fire
- Squeeze handle to operate release to stop

*Further guidance: [http://www.liv.ac.uk/safety/safety_issues/fire.htm](http://www.liv.ac.uk/safety/safety_issues/fire.htm)*
Note: ‘Good Housekeeping’ should be practised to minimise fire risks. Combustible or flammable material should not be allowed to accumulate. Bin store and recycling boxes should be monitored and any accumulation of waste should be reported to the Building Manager or the DSC.

**Gas leak**

**If you smell gas:**

Contact Security on 2222. They are then responsible for contacting National Grid who will enquire about the incident and request the following information:

- The address/location of the suspected gas escape or gas emergency
- How many people are in the building
- How long has the smell been noticeable
- Is the smell coming from the basement/cellar
- Any special circumstances or access information

National Grid will then give the appropriate safety advice, such as:

- Open doors and windows to ventilate
- Do not use naked flames or turn on/off electrical switches
- Isolate the gas at the main supply (if required, this will be done by FM)

Security will also contact Facilities Management (FM) Helpdesk who will arrange for FM gas safe engineers to attend.

If it is decided to evacuate the building, you should not use the fire alarm system to alert people. Instead, clearing the building should be done by getting someone on each floor to sweep through, as the fire wardens would, and tell people directly.

NB- gas can be smelled at very low levels – it does not mean that anyone is at immediate danger so long as the above procedure is followed.

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**Discovery of a Suspected Bomb**

*On discovering a suspect bomb*

If a member of staff is contacted and a bomb threat is made (whether via email, fax or telephone) security should be contacted immediately. The building should be evacuated and you should initially gather at the usual assembly point from which you will be directed to an
alternative point further away from the building (you will be informed of this point by the Fire Officer and/or Wardens). When evacuating the building, the fire alarm system should not be used. Staff are asked to check their local area and ask staff to leave

1. Call security staff on extension 2222.

2. Provide security with an alternate extension to provide update following consultation with emergency services. This should preferably be away from the suspect bomb.

3. Anybody within adjacent areas should be removed from the immediate area. An exclusion zone of 15 metres should be maintained.

4. Any mobile telephones should also be switched off.

5. In the event of the police recommending the evacuation of the building, sound the fire alarm

**On hearing the alarm or on notification to leave the building**

1. Immediately evacuate the building using the nearest emergency exit route and assemble at the assembly point.

2. Managers to note location of staff and report to Safety Co-ordinator

3. Await further instruction as necessary

**Notification of a Bomb Threat**

Anyone receiving a telephone message that a bomb or explosive device has been placed in the building should;

1. Try to obtain as much information from the caller about the type, size and location of the device together with the call’s voice and manner (see below)

2. Contact security on 2222

3. In the event of the Police recommending the evacuation of the building, sound the fire alarm

4. Immediately evacuate the building and report to the assembly point

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**Bomb Threat Checklist: Telephone Procedures**

1. **GENERAL:**
Be calm and courteous
Listen, do not interrupt the caller
If possible notify security on 2222
Keep the caller talking, e.g. pretend difficulty with hearing

2. THINGS TO DO:

Note exact time and date of call
Record exactly what is said

3. QUESTIONS TO ASK / INFORMATION TO ASCERTAIN

When will it go off?
   a. At a specific time?
   b. In a few hours/minutes?

Where is it located?
   a. Building or department?
   b. Floor or general area?

What kind of bomb e.g. explosive, lisping incendiary, etc.

Why has the University been chosen for such action?
   Has the caller got a grievance?

If the building is usually occupied, inform the caller that detonation would cause injury or death.

Does the caller seem familiar with the building, department or procedures, or equipment in the building?

4. INFORMATION TO DEDUCE / OBSERVATIONS TO MAKE

Caller’s identity:
   a. Sex
   b. Approximate age

Origin of call:
   a. Local, long distance
   b. Pay booth, internal

Voice Characteristics:
   a. Loud…soft
   b. High pitch…deep
c. Raspy...pleasant
d. Intoxicated...sober

➢ Speech:
   a. Fast...slow
   b. Distinct...distorted
   c. Stuttering, nasalised, slurred

➢ Language:
   a. Poor...excellent
   b. Foul

➢ Accent:
   a. Local (Where?)
   b. Foreign (Nationality?)
   c. Region (Where?)

➢ Manner:
   a. Calm...angry
   b. Rational...irrational
   c. Coherent...incoherent
   d. Deliberate, emotional, righteous, laughing

➢ Background Noise:
   a. Factory or machinery
   b. Trains, stationary
   c. Animals or birds
   d. Voices, office machines
   e. Aircrafts jets propellers
   f. Street noise or traffic
   g. Party atmosphere
   h. Hums, whirs, church clocks ticking or striking.
SECTION 2

Department Policy/Statement of Intent

Continuing Education (CE) is committed to high standards of health and safety and recognises that the pursuit of excellence in this area is as important as the pursuit of excellence in its core activities. It acknowledges that if there is a conflict between safety and another aim then safety must not be sacrificed.

CE is committed to continuous improvement in health and safety with the aim of eliminating the causes of injury and damage. It accepts that safety requirements specified in law set only minimum standards and it is constantly reviewing its own safety performance standards, using Key Performance Indicators, to achieve a continuously high standard of health and safety. (See Appendix 7)

CE is committed to providing the necessary financial and other resources to ensure that the standards of health and safety required are achieved and maintained.

CE recognises that to achieve its aim it must provide the necessary health and safety framework. To this end the department will, so far as is reasonably practicable, provide a suitable working environment, appropriate tools and equipment, provision of health and safety information and the necessary training, supervision and instruction for individuals to undertake their work safely.

CE recognises that to achieve its aims in health and safety, everyone has to contribute. Successful health and safety management can only be effectively achieved through the concerted efforts and active participation of all.

This policy will be reviewed and developed on an ongoing basis and formally at least once a year and, as part of this review we will measure our progress in continually improving health & safety arrangements in CE.

Signature: [Signature]

Date: 30/4/19
## SECTION 3

### Description of building areas covered and main hazards

<table>
<thead>
<tr>
<th>Basement and Ground Floor of 126 Mount Pleasant, The ground floor incorporates standard offices, teaching room or open plan office areas. The basement incorporates social spaces, toilets and locked storage / equipment rooms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fire</td>
</tr>
<tr>
<td>• Slips, trips and falls</td>
</tr>
<tr>
<td>• Sharps</td>
</tr>
<tr>
<td>• Manual handling</td>
</tr>
<tr>
<td>• Electricity</td>
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<tr>
<td>• Display screen equipment</td>
</tr>
</tbody>
</table>

## SECTION 4

### Responsibilities and contact details

This section should make it clear to everyone who is responsible for various safety issues in the Department/Department. For example:

<table>
<thead>
<tr>
<th><strong>Head of CE &amp; Lead Departmental Co-ordinator:</strong> Carol Stewart, <a href="mailto:cmes1@liv.ac.uk">cmes1@liv.ac.uk</a>  Tel: 46340 126 Mount Pleasant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DSC:</strong> Alan Hedges, <a href="mailto:alanav@liverpool.ac.uk">alanav@liverpool.ac.uk</a>, T: 43288</td>
</tr>
<tr>
<td><strong>DDSC:</strong> Carol Robinson, <a href="mailto:carol@liverpool.ac.uk">carol@liverpool.ac.uk</a></td>
</tr>
<tr>
<td><strong>Fire Officer:</strong> Alan Hedges/Caryl Robinson</td>
</tr>
<tr>
<td><strong>EVAC Chair Handler:</strong> Alan Hedges, Lynn Wildman</td>
</tr>
</tbody>
</table>
First Aiders:  Alan Hedges (Full Training)  
Carol Robinson (2nd Tier Training)  
Lynn Wildman (2nd Tier Training)  

See Appendix 1 for further detail

SECTION 5

Other important University contacts and responsibilities  

This section should list other important safety contacts and responsibilities, e.g.

Safety Adviser’s Office (provision of general safety advice across the University)  
Safety Adviser: Mr. S. Dunkley 4/3244  
Assistant University Safety Adviser Mr Andy Pollitt  
3242 M: 7708  
Biological safety adviser: Ms. L. Andrews 4/3042  
Safety Advisers Office (secretary): Mrs. J. Goodwin 4/3243  
Safety Adviser’s Office fax number 0151 794 3191  

FM Health, Safety and risk manager – Stewart Crowe 43172  
(first point of contact for specific building safety issues and contractor activities)  
FM Asbestos Manager – Mike Eastwood 42908  

Occupational Health physician and nurses (provision of occupational health surveillance and monitoring) 4/3235  

Radiation protection (provision of radiation safety advice and training)  
Dr. P. Cole 4/3467  
Mr. R. Clayson 4/3466  
Louise Nicholson - 43467  

Full details on responsibilities for key staff can be found in the University safety Policy –  
https://www.liverpool.ac.uk/safety/universitysafetypolicy/  

Safety Manager and assistant (first point of contact for specific building safety issues (asbestos, fire extinguishers, first aid boxes)  
Steve Evans office 4/3172
**SECTION 6**

<table>
<thead>
<tr>
<th>Safety Organisation</th>
<th>How the local Safety Plan is prepared and when it is reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>This section should state how safety is managed in the Department. Issues to cover include:</td>
<td>The local safety plan is prepared by the Departmental Safety Coordinator. It provides a detailed timetable for review of each category of identified hazard. The safety plan is reviewed/updated on a monthly basis and formally at an annual review meeting with the Head of Department and submitted to the Safety Adviser’s Office each year. The Departmental Code of Practice is reviewed annually in November.</td>
</tr>
<tr>
<td>How the local Safety Plan is prepared and when it is reviewed</td>
<td>At which meetings is safety and the findings of safety monitoring/inspections reviewed</td>
</tr>
<tr>
<td>What meetings review safety and the findings of safety monitoring and inspections.</td>
<td>H&amp;S is raised weekly at CE staff meetings. It is discussed quarterly at CE Health and Safety Committee meetings. The Head of CE holds the responsibility to monitor the implementation of this code of practice and other related H&amp;S processes.</td>
</tr>
<tr>
<td>What monitoring and inspection exercises are carried out.</td>
<td>DSCs have 6 monthly meetings to review safety and action plans and monitoring inspections, usually February and July.</td>
</tr>
<tr>
<td>Where people can obtain safety information from.</td>
<td>What monitoring and inspection exercises are carried out</td>
</tr>
<tr>
<td>What safety training is provided</td>
<td>The old 6 monthly safety inspection regime has now been replaced with a new inspection/safety tour regime which is based on the risk profile of the School / Institute / Department. Full details can be found in the Monitoring auditing and review Policy/Code of practice on the Safety Advisers Office intranet. A quick guide can also be found on the above health and strategy page.</td>
</tr>
<tr>
<td>How people can raise safety issues</td>
<td>PAT/Electrical Testing:</td>
</tr>
</tbody>
</table>

All new staff are made aware that any new equipment brought into the department should be made known to the DSC.

https://www.liverpool.ac.uk/intranet/safety/a-z/e/electricity/

Testing periods range from one to five years. Brand new equipment that passes a visual test can be left until the next round of checks. Further details on testing periods and people who offer this service can be found in the Code of Practice on Portable Electrical Equipment Safety Checks.

- 1 year cycle: January/February annually.
- 2 year cycle: June/July bi-annually (next check 2017).
- 5 year cycle: Sept-Dec 2018,
Display Screen and Workstation Assessment all staff are referred to safety website with follow up assessment on request

https://www.liverpool.ac.uk/intranet/media/intranet/safety/documentsguidance/onus/ONUS_13_Display_Screen_Equipment.pdf

Risk assessments form a main part of the safety management system in CLL. Specific risk assessments are carried out by the following staff:

Display Screen Equipment assessments – Individual staff then assessment by Alan Hedges if needed
Manual handling assessments – Alan Hedges as and when required
Slips and trips assessment – Alan Hedges
Working at height – Not applicable as all work at height arranged by FM

New staff are taken through relevant assessments as part of their local safety induction. All assessments are kept on CE’s shared drive. These are monitored and reviewed as part of the safety plan.

Where people can obtain safety information

What safety training is provided

All staff are expected to attend the University induction training session. New staff will be given local safety induction training by the local DSC. A copy of this code is issued as part of the induction. Specific in-house training will be given as required

https://www.liverpool.ac.uk/intranet/safety/training/safetyinductiontraining/

All accidents, however minor, or safety hazards are reported to the DSC.

How people can raise safety issues

Safety issues can be raised at CE staff meetings or directly with the DSC or Deputy DSC

SECTION 7

<table>
<thead>
<tr>
<th>Key safety issues and arrangements</th>
<th>Reporting accidents/incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>This section should provide brief instructions on specific safety issues relevant to the Department. Issues which are likely to apply to all areas are:</td>
<td>All accidents should be reported via the online Accident/Incident Form (Form A - see below) For fatal or serious accidents, telephone the Safety Adviser's Office (43242/3/4) before completing the online report and leave the area undisturbed apart from anything immediately necessary for safety. The Department Safety Coordinator (Alan Hedges) can provide guidance on completing the form if required</td>
</tr>
</tbody>
</table>
Use the following link to complete the form: [https://www.liverpool.ac.uk/intranet/safety/reportanaccident/](https://www.liverpool.ac.uk/intranet/safety/reportanaccident/) (available on the Safety Adviser’s Office web pages). The completed form will generate a reference number which will identify the incident. The DSC will carry out an investigation and will complete Part B of the record. Once signed off by the Head of Operations, the report is submitted to the Safety Adviser’s Office (43242/3/4) and logged in its records.

Accident and incident data including trend analysis is formally reviewed by the H&S Committee.

**Reporting building defects and damage**

All damage to the fabric of the building, fixtures and fittings and to damage to external footpaths, roads and access routes must be reported to the Facilities Management Helpdesk 43000.

Staff are encouraged to report this via the Building Manager to ensure a log number is recoded centrally.

**Late and lone working**

Late Working - There is a late working book kept at the following location:

- Building Manager's desk in the foyer/reception for staff 126 Mount Pleasant.

It is important that everyone completes this if they will be working after 6.30 pm Monday to Friday or anytime at weekends. This does not apply to anyone involved in late seminars where a Building Manager is still in the building.

This is a safety measure. If there is a fire in the building after hours, the Fire Service will check all the late books in the reception areas of the building to see if anyone is still inside.

It is therefore important that staff also remember to sign out on leaving.

Those who work very late or at weekends should ring security to let them know they are in the building and again when they leave - as well as signing the book.
Further guidance: Late working

https://www.liverpool.ac.uk/intranet/safety/a-z/l/lateworking/

Lone working

If you have to work on their own in the building then you should take simple precautions to ensure your safety, i.e.

Ensure someone knows you are in the building
Ensure you have access to a telephone
Contact Security immediately if you believe you are at risk
No hazardous work should be carried out on your own

https://www.liverpool.ac.uk/intranet/safety/a-z/l/loneworking/

Office work

Working in an office is relatively low risk but some hazards do exist. All staff should familiarise themselves with the generic risk assessment on office work see attached appendix 1

Display Screen Equipment (DSE)

All staff who work with display screen equipment will require a DSE assessment. This will either be carried out by the DSC or you will be asked to self assess. Any issues raised as a result of the assessment will be addressed by the DSC. NB – if you are classed as a “User” (i.e. someone who habitually uses DSE as a significant part of their work) you will be entitled to further training, information and a free eye test should you require it.

All laptop users should ensure they are familiar with the basic safety advice in the generic laptop risk assessment.

Manual handling

All staff will be expected to be familiar with the generic assessment for occasional lifting of medium loads This covers simple day to day handling activities and, if the advice is followed, the risks of injury will be significantly reduced.

Any specific risk assessments carried out will be brought to the attention of relevant staff.
See attached appendix 3.

Further guidance:

https://www.liverpool.ac.uk/intranet/safety/documentsguidance/

https://www.liverpool.ac.uk/intranet/safety/a-z/m/manual_handling/

Flooding

It is assumed that flooding would be in the basement. There are no essential use areas in relation to teaching/administration and flooding is unlikely to impact upon CE course delivery or staffing. Should the student common room become inaccessible signs will be put up to alert potential users. Flooding affecting utilities may impact upon the functionality of the building. In this case, emergency processes will come in to operation. The Building Manager is responsible for reporting all instances of flooding to FM.

Evenings and Open Days

BM and BSA are trained first aiders, they through reporting would escalate to Control and they would manage the situation with Campus Support and Building Services staff. BM/BSA do regular tour of building. On every desktop is the guide to 2222.

Extreme Weather

There are thermometers in communal areas to monitor temperature fluctuations. Arising concerns should be raised with the DSC

Electricity

All new staff are made aware that any new equipment brought into the department should be made known to the DSC.

Colleague should refer to the following link

https://www.liverpool.ac.uk/intranet/media/intranet/safety/documentsguidance/onus/ONUS.2., Electrical,Equipment.pdf
Sharps

Sharps are one of the main causes of accidents across the university. If you need to dispose of something that could cut or puncture someone please note the following:

Broken crockery, glassware and sharp items like wire and metal must not be placed in the normal refuse bins. Ideally, the items should be taken directly to an external waste bin. Alternatively, small sharp items can be placed in the normal refuse bins if well wrapped in newspaper and sealed.

When disposing of sharp items please think about the other members of staff, e.g. cleaning staff that may be affected by your actions.

This section should outline how staff should handle dispose of sharps, e.g. using the correct equipment to clear up breakages, correct disposal bins, etc. Refer to the relevant ONUS document.

Further information:


Slips, trips and falls

Slips, trips and falls are the single biggest cause of accidents in the University. All staff are asked to carry out their work activities in such a way that slips, trip accidents are reduced to a minimum:

Clean up any slippages that you see or create
Keep stairwells and corridors clear at all times
Be aware of trailing cables and do not route them across obvious walkways – if you have to ensure they are properly covered
Do not store items on the floor that could cause a slip or trip incident
Always designated routes and use handrails where fitted.
Do not run or rush around the workplace particularly up/down stairs

This section should provide basic guidance on how to reduce
slip, trips and fall hazards. Refer to the relevant ONUS document.

Further information:

https://www.liverpool.ac.uk/intranet/media/intranet/safety/documents/guidance/onus/ONUS,7,-,Slips,and,Trips.pdf

Waste and recycling

All waste or recycling in accordance with Risk Assessment 2012 and University Sustainability Policy. Colleagues are aware that concerns about the management of waste or recycling including collections should be referred to the building manager or FM directly.

Staff should be made aware of the local recycling and waste handling procedures.

Colleague should refer to the following link

http://www.liv.ac.uk/sustainability/index.htm

Chemicals

In the case of a spillage of cleaning fluids care should be taken to follow the directions on packaging. Further information is available at:


Microwaves

All microwaves will be electrically tested (every 3 years) and leakage tested (every 2 years). If any of the test labels are missing please contact your DSC.

Microwaves should be used safely, i.e.

Do not leave unattended
Do not put metal inside them when cooking
Be aware that the items will be hot and, if covered, will produce steam
Allow liquids to sit in the microwave for a few seconds before removing

Colleague should refer to the following link

Further information:
First aid

Local rules of contacting fire aiders are stated along with first aid boxes are located. Full first aid contact details are listed above. Boxes are located as follows:

1. Building Managers Desk : Ground Floor
2. CE General Office : Ground Floor
3. Technicians Office : 1st Floor
4. Common Room : 2nd Floor
5. Kitchen : 3rd Floor
6. General CIE Office : 3rd Floor

Further information:
http://www.liv.ac.uk/safety/Hazard_A_to_Z/first_aid.htm

Kitchen Equipment – Ground Floor

At induction, staff are advised that care is to be taken when using the hot water urn. From July 2018 the door has a keypad and only staff have access. This limits usage and potential risk. There is a fire blanket in the ground floor kitchen and fire extinguishers immediately outside the door.

Expectant mothers

All expectant mothers should have a risk assessment as soon as possible after informing HoD of their pregnancy.

Colleague should refer to the following link

Further information:

Visitors
Visitors should be advised of available facilities as applicable or upon request, eg where the toilets are located, where drinking water can be obtained, where washing facilities are located.

Toilets are located in the basement and on each floor except the ground floor. Accessible toilets are located in the basement.

Further information:
http://www.liv.ac.uk/safety/Hazard_A_to_Z/Welfare.htm

Work Experience

Temporary work experience personnel will be subject to the same H&S Induction as given to UoL new staff members.

Stress and Violence

If you feel you are suffering from stress at work or you are experiencing bullying/violence, you should contact your manager immediately who will then take the appropriate action. A stress code of practice and assessment document is available that will be used to assess your situation and devise appropriate stress reduction measures.

Colleague should refer to the following link

Further information:

General Security

All staff can help to keep the workplace safe by following a few simple measures:

Do not leave your valuables unattended
If someone unfamiliar follows you into the building and they are acting suspiciously be prepared to ask them to show their staff card or other means of ID.
Lock your office door if you have to go out
Notify Security if you see any suspicious behaviour

Asbestos

Whilst asbestos still remains in some University buildings, it
poses no risk to staff, students or visitors if it is maintained in an undamaged condition. When asbestos is still in situ, warning labels will be displayed. Staff should familiarise themselves with these labels. If there appears to be any damage to items marked with asbestos labels, the area should be vacated and the FM Asbestos manager contacted.

Staff will be issued with the asbestos reminder document on an annual basis.

Further information:  
http://www.liv.ac.uk/safety/Hazard_A_to_Z/Asbestos.htm

Legionella

Colleague should refer to the following link.

Further information:  
http://www.liv.ac.uk/safety/Hazard_A_to_Z/Legionella_control.htm

Means of Escape for Disabled People

CE has clear responsibility to ensure students, and visitors can escape from any University premises in a safe manner irrespective of any temporary/permanent restrictions or disability provides guidance on arrangements for evacuation, including those people with disabilities. The link to the University’s COP makes explicit the need to ensure all users of the building can make a safe evacuation and that it is the responsibility of the employer and not the Emergency Services to do this. The use of Personal Emergency Evacuation Plans (PEEPs) is recommended for all people requiring assistance to leave a building.

Further information:  

External Contractor Activities

All external contractor activity is under the control of Facilities Management with notice of works being disseminated by the HOD or their representative.

Further information:
Vehicle and Pedestrian Safety

Colleagues should refer to the following link which explains in detail both the University’s overall responsibility for vehicle and pedestrian safety including the monitoring of environmental hazards, maintenance of its workplace and the provision of safe means of access and egress. To comply with this legal responsibility, duties have been delegated to various departments or staff. Facilities Management are responsible for the general provision and maintenance of safe buildings, roads and services. This includes any modifications to any structures or the layout of the premises and for its maintenance including its car parks, roads, pavements, relevant signage, lighting and road markings.

In addition, each individual is responsible for their own and others’ safety while moving around campus either by vehicle or as a pedestrian. This includes following University procedures and reporting any defects in safety systems, including the reporting of damage to roads, pavements, signs, vehicles and road markings.

Further information:

Section 8: Key Performance Indicators

CE uses KPIs to measure its progress in continually improving its health and safety arrangements.
1. Introduction

Office work is relatively safe, and accident rates are low. In fact, about half the accidents at work involving full-time office workers happen in corridors, stairs and other areas outside the office. This does not mean however that the office environment is devoid of hazards. To this end, this generic risk assessment has been prepared to provide you with information on the key office environment hazards and the controls necessary to reduce the risk of injury.
2. Regulations

The Workplace (Health Safety and Welfare Regulations should be applied - see Safety Circular SC45), especially in relation to adequate lighting, ventilation, temperature, space per person and keeping floors free of anything which could cause someone to slip, trip or fall. Deficiencies should be reported to Facilities Management response desk promptly. A poor environment is likely to lead to minor ailments and absenteeism, and those affected are likely to work at less than the optimum efficiency; so investment in a good working environment make economic sense apart from being required by safety legislation.

3. General space

Each person within an office should have sufficient space to be able to move to and from their desk or workstation without difficulty.

The workplace Regulations suggest that each person should have as a minimum 11 cubic metres of space. Care should be taken when applying this figure – if an office has a large amount of furniture and equipment, then this amount of space could be reduced without having an adverse effect on the person’s ability to move safely around the office. The principle should be that any reduction in this figure should not adversely affect the persons’ ability to carry out their tasks and to move around the office environment safely.
4. Office layout

The layout of office furniture and equipment should be such that people can move freely between desks and equipment without the possibility of colliding or tripping over items. There should be adequate space to open doors, filing cabinet drawers and cupboards without having to adopt awkward postures. Electrical equipment should be positioned to allow good access to the plug sockets and to any part that might need to be accessed for short terms repairs or future maintenance. Office furniture should be arranged to minimise the number of cables crossing the floor. Where it is unavoidable, cable treads should be used to anchor cables and minimise tripping risks. Care should be taken not to position items that block access to other items of tasks, e.g. putting items in front of windows making it difficult to open them. Furniture should be positioned such that tripping hazards, trapping points and accidental collision with doors or shelving is avoided (see below).

Staff should also be aware of trapping points between chairs on wheels/arm rests and desks with side drawers.

5. Office Environment

The office should provide a comfortable working environment including an adequate amount of lighting for the tasks carried out and reasonable levels of temperature and humidity. Where possible to suit their personal needs, e.g. adjusting the heating by turning off radiators, using portable heaters or fans or using a table lamp to increase light levels. At least one window in an office should be openable to allow fresh air to enter the room.

Lighting codes recommend the following lighting levels (lux) for various tasks:

- Filing copying: 300
- Writing, typing, reading data processing: 500
- Technical drawing: 750
- CAD workstations: 500
- Conference/meeting rooms: 500
- Reception desks: 300
The temperature in an office should not be below 16 degrees C for any length of time. Similarly, if office temperatures exceed 30 degrees C then this should be seen as an unacceptable working environment. Each office should have access to a thermometer to allow temperatures to be monitored.

Humidity levels should be between 40 and 70% relative humidity (RH). Levels above or below these figures can result in uncomfortable working conditions.

Lighting, temperature and humidity levels can be measured by the Safety Adviser’s Office.

6. Storage

Each workplace should have designated storage areas for office equipment, books, files, paperwork and other office items such that the main thoroughfares are kept clear. They should not be stored on the floor, even temporarily, as people could trip or slip on them. Cupboard tops should also not be used as a convenient storage solution, particularly not for heavy items.

Any shelving unit provided for storing items should be fixed firmly to the walls. Shelves that rest on wall mounted brackets should be securely fixed to the brackets and not just left to rest on the supporting arms. When using shelves, make sure they are not overloaded. Shelving units should normally be marked with the maximum weight of items that can be stored on each shelf. Loose shelving/bracket arrangements may not have the weights specified – in these cases the user should take note of any bowing in the shelf. In these instances the amount of items on the shelf should be reduced.

Store books, files, and other items in a vertical position – this will make it easier to retrieve them and will reduce the chances of items being dragged off the shelf accidentally. If the shelving units are open-ended, use book-ends or similar to prevent items falling. Avoid storing items two deep as the front item can be easily knocked off when attempting to retrieve the items behind. This applies particularly with fragile decorative items, e.g. glass or china vases which ideally should be stored at lower levels away from other items.

Always store the heavier items on shelves between chest and knee height. Infrequently used items or light items should be stored on the high and low shelves. Ensure that filing cabinets are evenly loaded. Do not leave a filing cabinet with drawers open as they could topple over.

7. Workstation Design

Workstations must be suitable for both the person and for the job done, i.e. must be arranged so that each task can be carried out safely and comfortably. Materials and frequently used equipment or controls should be within easy reach without undue bending or stretching.
Seating should where possible provide support for the lower back, and a footrest should be provided for any worker who cannot comfortably place his or her feet on the floor. Workstations should provide for special needs of individuals, including those with disabilities. The worker should be seated at a suitable height in relation to the work surface.

8. Display Screen Equipment (DSE)

DSE workstations must have a separate written assessment. DSE encompasses microfiche readers as well as visual display units. Safety Circular SC43 provides more detail on how to carry out an assessment and an assessment form. The key issues are:

Adjust your chair to find a comfortable position
Keep your forearms horizontal
Make sure you have enough workspace for the task you carry out
Play around with the arrangement of your equipment until you find something that suits your needs.
Use a documents holder if you refer to documents constantly.
Arrange your desk so that screen glare is avoided.
Make sure there is sufficient space under the desk to move freely.
Avoid excessive pressure on the backs of your legs – use a footrest if necessary.

Keying in – adjust the keyboard position to a position that suits you, ensuring there is a space in front of the keyboard and this can be useful to rest the hands and wrists when not typing. Try to keep wrists straight and use a soft touch – do not overstretch your fingers when typing.

Using a mouse – the mouse should be close to you and the wrist should be straight. Do not overstretch when using the mouse. Try to support your arm on the desk and grip the mouse lightly. Use a light touch when pressing buttons or using roller balls.
Reading the screen – Make sure the brightness and contrast is suitable for you and takes into account the office lighting. Make sure that the character size is sufficiently large and that there is no flicker on the screen.

Posture and breaks – ensure you take regular breaks away from your workstation. Change your posture as much as you can – do light stretching exercises to keep the body from remaining in the same position for too long.

9. Manual Handling

Office staff will be frequently involved in handling items in the office but in most cases these will not pose a significant risk. Most items will be relatively small and easy to handle. All members of staff should read the booklet “What you should know about manual handling” and the generic risk assessment “Occasional manual handling of medium loads” – these documents will cover the risks associated with a variety of office items up to about 15kg. Where items are large (desks), have an awkward shape (large monitors), or are likely to be too heavy to carry (photocopying machines) then an assessment should be conducted before anything is moved. A manual handling risk assessment and guidance is available on the safety website.

10. Electrical Equipment

Office electrical equipment should be checked for safety at least every 2 years and a dated test label applied. It is recommended that staff carry out regular visual checks on their equipment to see if there is any obvious damage to cables and plugs. Staff should not use electrical equipment that is damaged, does not have a test label on it or is out of date. Office staff should not attempt to carry out electrical repairs themselves but should use the services of a competent electrician.

So far as is possible, electrical equipment should be turned off at the end of the working day, particularly computer monitors which have been known to catch fire due to overheating.

Water and electricity don’t mix – take care if you have a drink at your desk. Make sure it is placed in a position where it is unlikely to get accidentally knocked.

See Safety Circular SC5 for further details.

11. Office Machinery

A wide variety of equipment will be used in the office but most will pose very little risk if used correctly. Some items of office equipment (e.g. guillotines, scissors, hole punches, etc) have the potential for cutting and penetration injuries so care should be taken not to become distracted when using them. Larger electrical items (photocopiers, faxes, printers, etc.) should be safe to use if the operating instructions are followed correctly and they are electrically tested at suitable intervals. Items such as shredders have been known to catch dangling items such as id badges on chains. Staff should ensure that items such as these (including ties and necklaces) are not close to the top of the shredder when in use.

If equipment is provided with safety guards these must always be in place when the machine is operated. Under no circumstances may such a machine be used without its guards. Staff should not attempt to carry out repairs on electrical equipment.
12. Hazardous substances

Use of hazardous substances in the office is minimal. For use of small quantities of Tippex or cleaning fluids, it is sufficient to read and follow the instructions on the container. However, larger quantities of solvent cleaners should only be used where ventilation is very good. If there is any doubt, the advice of the Departmental Safety Coordinator should be sought in the first place. Copiers and printers can sometimes release small amounts of ozone, but this could only reach an unacceptable atmospheric concentration in the case of intensive use in a small room with no ventilation. No copier or printer in the University has been found to produce an ozone concentration of even 10% of the exposure limit. Laser printers contain ozone filters which should be changed after the number of copies recommended by the manufacturer.

13. Smoking

From the 1st July 2007, smoking is not permitted in any office or workplace. For full details, see the University’s Code of Practice on Smoking.

14. Fire

Staff should be aware of the fire drill and all alternative fire exits. There should be a fire drill and fire safety training every year. Fire exits must be kept clear of obstruction. Self-closing fire-resisting doors must not be wedged or propped open. The amount of combustible material should be minimised as far as possible to reduce the fire load. In particular loose paper should be kept inside metal cupboards or cabinets so far as is possible.

Staff should not use candles, incense burners or any other similar items that introduces a naked flame into the office environment.

For more detailed guidance on Fire Safety management, see Safety Circular SC03.

15. Working at height.

In some office environments, space restrictions and lack of storage space has resulted in high level shelving being fitted. If you have storage areas that you cannot reach from floor level, a step stool or set of steps should be made available to allow access to stored items. No member of staff should have to stand on a chair, table or other piece of office furniture to access items that are out of reach.

16. Damage

All damaged furniture should be removed from service immediately and either replaced or repaired. Foam-filled furniture is generally covered with fire resisting material, but where the cover is damaged or worn and the foam is visible the item should be upholstered or disposed of.

17. Waste Disposal and Recycling
Staff should take care not to put any sharp items into the general waste bins. Numerous accident reports have been received by the Safety Advisers Office detailing how office cleaning staff have been injured when emptying the bins. Ideally, items such as broken glass, tins, skewers, etc. should be taken directly to an outside “Biffa” bin. Alternatively, items should be wrapped up in newspaper and secured before disposing of.

Paper and cardboard should not be stored in corridors and stairwells but should be kept in the office until a time for collection has been arranged.
Appendix 3:  Risk Assessment: Occasional Manual Handling of Medium Loads

Almost everyone handles, lifts or moves equipment from time to time. Loads which are not particularly heavy can cause injury if not handled safely. These injuries can be painful and/or disabling and therefore all lifting should be done with care. This assessment applies to the handling by men or by women of compact loads (not more than 400 mm/16 inches across) of up to 15 kg, handled up to 10 times per week. For comparison, a box of copier paper weighs about 13 kg.

THIS ASSESSMENT DOES NOT SAY THAT ANY OCCASIONAL HANDLING OF UP TO 15 KG IS ALWAYS SAFE. However, the risk of such occasional handling is low provided that there are no special risks in the load or the environment; that stretching, twisting, bending the back or other unsafe movements are avoided; and that handling is not done by particularly susceptible individuals.

The Load

The load should be stable, easily graspable with both hands, and it should be possible to see over it. If it is sharp, hot or otherwise potentially damaging, special assessment will be required. Moderately heavy loads should so far as possible be stored and placed at a convenient height, i.e. between knee and shoulder level.

The Working Environment

The following environmental conditions should so far as possible be avoided, and if they apply, special assessment will be required:

- Space constraints preventing good posture
- Uneven, slippery or unstable floors
- Extremes of temperature, humidity or air movement
- Poor lighting conditions

Manual Handling Technique

Everyone should be given literature on manual handling approved by the Safety Adviser (currently the booklet, "Safe Manual Handling"). Loads should be lifted, carried and lowered as close to the trunk as possible. The principle “bend your knees not your back” should be followed. Where the load is not symmetrical, the centre of gravity of the load should be kept as close as possible to the trunk. For example a typewriter should be lifted with the carriage (not the keyboard) close to the body.

Personal Factors

People who have back problems or other conditions affecting their ability to handle loads should tell their supervisor or Departmental Safety Coordinator. The Occupational Health Physician is happy to advise in such cases. Pregnant women are welcome to contact the Occupational Health Physician about possible risks. Anyone experiencing back pain or other symptoms arising out of manual handling at work should consult the Occupational Health Physician before doing any further manual handling, and also report the incident to the
Departmental Safety Coordinator, who should, after investigation, complete an Accident/Incident Report.
Appendix 4: WORKING WITH PORTABLE (LAPTOP) DSE
Generic Risk Assessment

1. Introduction

An increasing number of people now have access to what is known as portable DSE (Display Screen Equipment). Portable DSE includes devices such as laptop and notebook computers and whilst the chances of significant injury at work when using this type of equipment is small, there are some important issues that need to be understood before use is made of the equipment. This generic risk assessment has been produced to provide users of portable DSE with a guide to the main hazards and what control measures can be implemented to reduce the risk of injury.

2. Scope

Specific regulations exist for work with display screen equipment. The Health and Safety (Display screen equipment) Regulations 1992 (and amendments) provide information on the risks involved when using DSE and details precautions that should be followed before its use. This includes specific requirements for those designated as “Users” and provides minimum requirements for workstations. These regulations state that portable DSE is subject to the DSE Regulations only when it is in “prolonged use”. In practical terms this means that:

a) If you use portable DSE instead of standard desktop DSE for prolonged periods then account must be taken of the minimum workstation requirements listed in the Regulations. If portable DSE is only used for short periods mainly as a supplement to main desktop DSE then the minimum requirements will not apply to the portable DSE (NB – it is worth remembering that although these specific regulations may not apply, general health and safety legislation does. It is advisable therefore that the standards below are adhered to where possible).

b) If you use portable DSE for prolonged periods then you are likely to be designated as a “User”. The employer is obliged to carry out certain tasks to ensure your safety when using this equipment. If you have already been designated as a “User” because of your work with desktop DSE, then switching to portable DSE (either fully or partially), particularly if you continue to use desktop DSE, is unlikely to affect your “User” status.

3. Self Assessment

If you use portable DSE for prolonged periods then you will be expected to carry out a self-assessment of the activities undertaken. As a first step, you should contact your Departmental DSE Assessor or Departmental Safety Coordinator who should be able to provide you with general guidance and advice on what precautions to take. It is recommended that you read the booklet - “Working with VDUs” – which also provides useful guidance on the general risks and precautions associated with DSE work. Further advice can also be obtained from the Safety Adviser’s office.

The following guidance should be applied each time the portable DSE is set up.

4. PORTABLE DSE CONTROLS

4.1 Equipment selection
Look for a low weight portable DSE. Keep accessories to a minimum.

Choose portable DSE with as large a screen as possible.

Ensure the screen is free from flicker and that the brightness and contrast controls are easy to use.

Use lightweight cases to carry equipment – avoid cases that have manufacturer brands on the outside.

Choose portable DSE that can be used with docking stations and that have a facility to attach pointing devices.

Ensure the equipment has friction pads on its underside to reduce sliding.

4.2 Using portable DSE

Where possible, try to adhere to the general guidance for fixed DSE equipment, i.e.: -

• choose a suitable flat surface to work on. Avoid using equipment in non-ideal locations, e.g. on knees, in cars, on low level tables, etc as this encourages poor posture.

• try to work on surfaces similar in height to normal office workstations.

• where possible choose chairs that provide sufficient support to the back and encourage good general posture.

• Ensure there is adequate lighting for the tasks. Where possible, minimise disability glare by careful positioning.

In addition:-

• Use docking stations as far as possible.

• Only use portable equipment when away from your main office or when docking stations are unavailable.

• Avoid carrying or using portable DSE in circumstances where theft is likely.

• Do not leave equipment on view in vehicles.

• Only carry equipment that is likely to be needed.

• Consider a suitable backpack to reduce strain on the arms.
4.3 Breaks

Portable DSE should not be used for extended periods without adequate breaks. Portable DSE users normally require a greater number of breaks away from their equipment to compensate for poorer working environments.

4.4. Eyes and eyesight

If you are a designated “User” then you are entitled to eye and eyesight tests. Whilst the use of portable DSE is unlikely to affect this entitlement, it is worth remembering that this fact should be relayed to those who carry out any tests as viewing distances could be shorter that those for standard desktop DSE.

4.5. Provision of training

If you are a “User” you are entitled to adequate training in the use of portable DSE. Your DSE Assessor should be able to provide basic guidelines on the use of portable DSE. Further training can be obtained from the Safety Adviser’s office.

4.6. Provision of information

This generic risk assessment should provide users of portable DSE with adequate information to allow them to work safely. Additional information on DSE use is available from your DSE Assessor or Departmental safety coordinator. If you have been designated as a User then you should have already received a copy of the “Working with VDUs” (Visual display units) document. Additional information on the use of portable DSE can be found in the DSE Regulations mentioned in section 2. A copy can be borrowed from the Safety Advisers Office.

4.7. Reporting health problems

Any health problems associated with the use of portable DSE should be reported immediately. In the first instance you should speak to your DSE Assessor or Departmental Safety Coordinator. Alternatively you can contact the Safety Adviser’s office will carry out a further assessment of the workstation and working arrangements. You can also contact the Occupational Health Department who will also provide guidance on the use of DSE equipment.

5. Useful guidance


Working with VDUs – free HSE leaflet

The Law on VDUs – An easy guide ISBN 0 7176 2602 4
## CE H&S Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Routine Working Hours</th>
<th>Routine Backup required</th>
<th>Back up</th>
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<td>C Stewart</td>
<td>f/t Mon/Tues/Fri</td>
<td>n/a</td>
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<tr>
<td>DSC</td>
<td>A Hedges</td>
<td>7-3</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>DDSC</td>
<td>C Robinson</td>
<td>9-3</td>
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<td>Fire Officer</td>
<td>A Hedges</td>
<td>7-3</td>
<td>3-5</td>
<td>TBC</td>
</tr>
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| Fire Wardens                              | C Robinson (ground floor)  
Duty Building Manager (Basement) | 9-3  
f/t (except Fri pm) | 3-5 | Fri pm | Lynn Wildman |
| First Aider                               | A Hedges              | 7-3                        | 3-5                     | Lynn Wildman |
|                                           | L. Wildman            | f/t                        |                         |           |
| Evac Chair                                | A Hedges              | 7-3                        | 3-5                     | Lynn Wildman |
|                                           | L Wildman             | f/t                        |                         | Duty Building Manager |
|                                           | C Robinson            | 9-3 (front lead only)  
f/t |                         |           |
| Managed Building Evacuation               | A Hedges              | 7-3                        | 3-5                     | TBC       |
| **Evening/Saturday Cover**                |                       |                            |                         |           |
| All blue above                            | Duty Building Manager/Assistant| 5-9 (week)  
9-5 (Sat) | n/a | n/a |


Appendix 7

Key Performance Indicators – DRAFT

- Reported accidents incidents
  Increase/decrease
  Any pattern
- Reported near misses
  Increase/decrease
  Any pattern
- Safety audits inspections
  Timely/effective?
- Corrective actions
  Timely/effective?
- Training
  Obligatory requirements are compliant
  Other training requirements met
- Communication with lecturer/students
  Frequency
  Effectiveness

Subject to discussion by CE H&S Group