UCL ADVANCES

HEALTH AND SAFETY

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Policy and Structure

- **The Policy**
- **Safety Management Structure**

Policy and Structure

Policy and Structure - Safety Management Structure

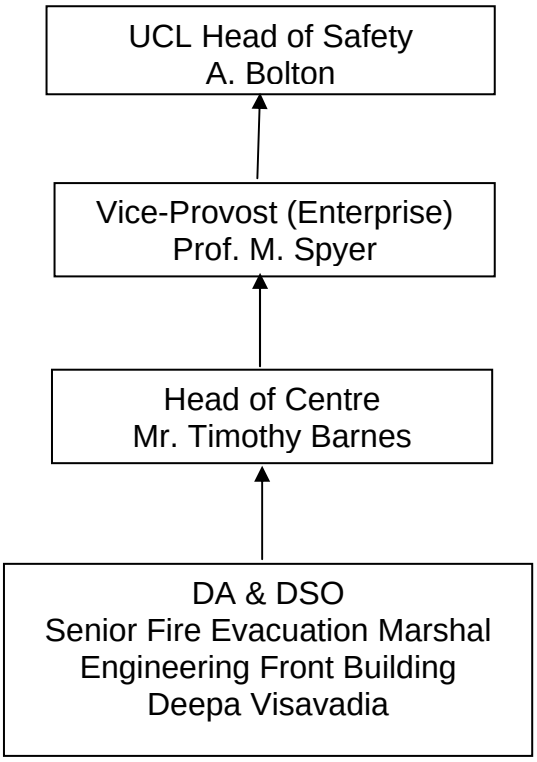
The Head of Department and the Departmental Safety Officer (DSO) have final responsibility for Health and Safety arrangements in the Department:

Head of Department (HoD)	Mr. Timothy Barnes	x37752
Departmental Administrator and Safety Officer (DA/DSO)	Mrs. Deepa Visavadia	x33671
Senior Fire Evacuation Marshal	Mrs. Deepa Visavadia	x33671

UCL Area Safety Adviser (ASA)

UCL Area Safety Officer (ASO)	Elaine Clarke.	X 28855

Safety Management Structure – Chart



Emergencies

All emergencies – dial 222 from any internal phone

Fire

If you discover a fire

Raise the alarm by breaking the glass of the nearest call point.

Then dial extension 222 to alert the emergency services (or 0207-679-3333). State the name of the building and the fire zone

UCL Advances is located in the Malet Place Engineering Front Building (fire zone 350). There is a fire action notice next to the call point which tells you the correct information for the exact location you are in.

You should then <u>evacuate</u> the building. Tell a <u>Fire Marshall</u> (yellow jackets) or Fireman where the fire was located.

UCL Advances Fire Marshalls in Malet Place Engineering Front Building is: Deepa Visavadia

Other Fire Marshalls in the building are:

Dave Chapman, Sarah Harvey, PA to HoD, Gina Abbs, Lisa Longbottom, Andy Hart, Helen Fisher, Eric Fraga, Morag Meyer, Fiona Holland (First Aid), Executive Education Suite Receptionist, Dion Scott (First Aid and Fire Warden), EFB Reception Staff , Scolarest Catering Contract staff. This list is being confirmed in conjunction with Faculty of Engineering Manager, Richard Martin and the final list will be sent under separate cover for inclusion into this report. Delay because of training date and candidate availability.

If you hear the alarm

All students and staff MUST leave the building immediately the fire alarm sounds. Evacuate the building calmly, close all windows and doors. Failure to do so may result in disciplinary action.

Do not stop to take personal possessions. Do not lock up any rooms. Do not use the lift.

Follow the green fire exit signs, as the quickest and most direct route of escape.

Once outside, move away from the building. The official assembly point for Malet Place Engineering Front Building is:

> **South Quadrangle**: under the tunnel – the square with the Huxley Building

Keep away from the building as there could be a real risk of explosion, debris, fumes etc. Keep off the central road and parking area, as this is where emergency crews will need to get access.

Do not return to the building until you have been told it is safe to do so. This is not indicated by the quieting of the alarm, but by the authority of a fire marshal, the departmental safety officer, the head of department or a senior member of staff.

If you are teaching or lecturing, please ensure that students leave the building by the nearest fire escape and that they proceed to the Assembly Point. Please help by giving them directions and instructions.

Fire Evacuation Marshals (FEM) must clear the immediate areas of their workplace when the alarm activates. Take control and give instructions outside the building as well as inside, to ensure that staff and students proceed to the Assembly Point.

The fire evacuation time for most of the buildings within College should be 3 minutes or less. Three minutes is potentially a long time in the development and spread of a fire; it is essential that you leave immediately when you hear the alarm sound.

FIRE SAFETY IS EVERYONE'S RESPONSIBILITY.

First Aid

If you or others have an accident or require First Aid

Contact any of these people:

FIRST AIDERS

Ms Wendy Tester x 39956

Mrs Deepa Visavadia – to be trained x 33671

Miss Tanya Neves – to be trained x 37037

First Aid Kit is available in the following area:

- Room 2.08 (above storage cupboard 2)

24 HOUR EMERGENCY SERVICES - DIAL 222

Out of office hours, and in all other emergencies call the College emergency switchboard. Please state the exact location of the incident and as much useful information as possible.

UCH Accident & Emergency Switchboard: 0845 155 5000

DO NOT LEAVE INJURED OR SICK PEOPLE ON THEIR OWN.

Risks and Hazards

Some definitions

Hazards and Activities - Department Arrangements

- **Index, Mandatory list per UCL Safety Services**
- **Index, Full list per UCL Safety Services**
- **Detail of Arrangements**

Risks and Hazards

- ### Some definitions

A hazard is anything that may cause harm which includes otherwise safe items (e.g., becoming a hazard if broken).

A risk is essentially the likelihood of something happening. Risk assessment is about thinking and questioning what could happen.

A control measure aims to contain or minimize the risk, if risk cannot be removed in entirety.

Risks and Hazards Unique to Malet Place Engineering Front Building

Hazard – MPEFB Fire Curtain

It was a condition of MPEFB planning permission that nothing must be stored under the Fire Curtain located on the first floor corridor of the Executive Education Suite. If items are found stored there, they must be removed immediately so that the curtain may come down unimpeded in the event of fire.

Hazard – MPEFB Refrigerant Leak Alarm

In the event that the alarm is activated. Staff must

- **Evacuate the room immediately**
- **Inform UCL Safety Officer Elaine Clarke ("Elaine Clarke" <elaine.clarke@ucl.ac.uk>)**
- **inform the DA/ DSO Deepa Visavadia who will fill out an accident and incident form. In the event of her absence, report activation to Head of Centre, Timothy Barnes (t.barnes@ucl.ac.uk) who will also notify Estates Surveyor**
- **Do not re-enter the room for at least 1 hour after activation**

Risks and Hazards

Hazards and Activities – Department Arrangements

A1 Accidents and Incidents

All near misses, dangerous incidents and accidents accidents/incidents must be reported – even if no one has sustained any injuries. Report forms can be downloaded from http://www.ucl.ac.uk/efd/safety_services_www/intranet/forms/accident or obtained from the DA/DSO, Deepa Visavadia. Complete and return to Deepa Visavadia, to forward to UCL Safety Services immediately.

Serious Accident
In the event of a serious accident as little as possible should be handled or moved. Equipment or other items involved (including disposable items) must be retained, and where possible, left in situ. **Dial 222 for help (internal phone) otherwise 0207-679-3333**. The accident must be reported at once to the DA/DSO Deepa Visavadia , who will notify the UCL Safety Services x 28855 (020 7679 8855). If Deepa Visavadia is absent, the member of staff taking charge of the incident should contact Safety Services direct.

Accident investigation
The accident must be reported at once to the HoD/DSO, who will notify UCL Safety Services and arrange for a full investigation to be carried out.
The Supervisor, in consultation with the DA/DSO, will investigate all reported accidents, institute any follow-up action required and ensure that appropriate action is taken to prevent similar accidents in the future.

A2 After-hours and lone working

In the event of members of the Centre working alone (defined as out of eye-sight of another colleague) after 7pm or at weekends, they should inform the Security Lodge (Main Gate) of their presence x 32152, and of their departure.

Precautions
Sensible precautions should be taken when working alone. Keep mobile switched on and close to hand. **Dial 222 with any security concern (internal phone) otherwise 0207 679 3333**. Do not answer the door to anyone unless satisfied of their identity. Maintenance staff and contractors have access to MPEFB. Challenge anybody unfamiliar who enters and ask for ID. Also, refer http://www.hse.gov.uk/pubns/indg73.pdf .

A3 Audits and Inspections

The Department will be subject to audits by Safety Services on behalf of the Health and Safety Management Team. Formal inspections will be undertaken by the

DA/Departmental Safety Officer twice a year. The findings of these inspections will be presented to Safety Committee for action/remedy.

B1 Building Maintenance

Any member of the Department who becomes aware of a maintenance problem should inform Deepa Visavadia or, in her absence, Sande Cooper Jennings should be informed at once, who will immediately inform Central Services ext 30000 or Maintenance Web Form http://rome.ee.ucl.ac.uk/cgi-bin/maint.cgi , and monitor that the problem is remedied in a timely manner. (If neither are unavailable, then the member of staff themselves must inform Central Services, and email d.visavadia@ucl.ac.uk with details of their action).

C1 Cleaning & Waste clearance

The Centre is cleaned daily by the staff O & G Cleaning Contractors. Any problems with regular cleaning, or daytime spillages and waste clearance needs, should be reported to Deepa Visavadia at once, who will immediately inform Central Services ext 30000 or Maintenance Web Form http://rome.ee.ucl.ac.uk/cgi-bin/maint.cgi. (If Deepa Visavadia is unavailable, then the member of staff themselves must inform Central Services, and email d.visavadia@ucl.ac.uk with details of their action). For any problems that cannot be resolved, contact UCL's manager of cleaning operations Majid Keteb ext 32978.

C2 Contractors

Any problems arising from contractors working in the Department is to be reported to the Facilities Officer, Sande Cooper Jennings or DA/DSO Deepa Visavadia at once, who will then phone Central services 30000. If neither DA/DSO or S. Cooper Jennings is available, the member of staff first aware of a problem must inform Central Services and email and email d.visavadia@ucl.ac.uk with details of their action). **NB** Always ask the contractor for their name and Project Officer's name to enable any follow-up necessary by UCL.

C3. Co-operation between Organisations

Where there are safety issues which will affect other departments or organisations, these should be notified to those bodies, giving as much advance notice as possible. Staff and students are requested to comply. Issues can be referred to the DSO.

D1 Departmental Noticeboard

All existing and new members of staff must be made aware of the location of the Department's website where all safety information and a copy of this report will be

posted. It is the duty of the DA/DSO, Deepa Visavadia, to ensure that the following items will be displayed:

- UCL Health and Safety Policy
- Department Health and Safety Policy
- Pregnant Workers leaflet http://www.ucl.ac.uk/efd/safety_services_www/guidance/pregnant_workers/leaflet.pdf

D2 Departmental Safety Committee

The Departmental Safety Committee will initially meet once a term and the members are Helen Fisher (Chair), Sande Cooper Jennings and Deepa Visavadia.

D3 Department Safety Officer's (DSO) Duties

The DA/DSO undertakes primary responsibility to ensure that there is a safe working environment in accordance with UCL, HSE and prevailing safety laws and regulations are strictly adhered to. These duties are outlined within the headings of this document and have therefore not been repeated in this section.

D4 Disabilities

Disabilities may be classified as temporary (for example someone who has an injury that requires the use of crutches for a short period of time) or permanent.

Disability Risk Assessment – General
Disability may involve impairment of mobility, hearing, sight, etc. Disabled or temporary disabled staff and students may need adjustments to their working environment and routine. This should be done by Risk Assessment, Deepa Visavadia will be trained in Risk Assessment.

Disability Risk Assessment – Evacuation
In the event of fire or other emergencies e.g. power cuts or gas leaks the person may not be able to evacuate via the stairs. An 'Assessment for Planning Emergency Evacuation from UCL Premises for Disabled People' should be undertaken by the Head of Department. As a result a written record and an action plan can then be considered including any building works or other measures needed. The document is inclusive and in the case of members of Staff, HR MUST be consulted - address on the documentation with instructions on how to proceed. Risk assessment forms for persons with disability are available from http://www.ucl.ac.uk/efd/safety_services_www/guidance/risk_assessment/index.htm.

Disabled refuge
Staff are reminded that every other floor of the building has a safe-refuge area which is the designated place of safety for all those unable to be safely escorted from the building. It is essential that the emergency services are immediately informed of the whereabouts of anyone who is left in the building.

Disabled 'buddying'
It is recommended that a 'buddying' system be offered to the disabled person, whereby another individual will know the whereabouts of the disabled person at all times and will be able to ensure that assistance is available to them in case of emergency.

D5 Display Screen Equipment

Each member of staff who will be using a work-station must be assessed at their work for improvements to minimize any health problems and advised regarding working with display screens, e.g. frequent breaks, provision of other types of work. If you are having any problems using your computer or display screen, i.e., pain in your back, arms or hands, contact the DA/DSO Deepa Visavadia, or Sande Cooper Jennings who has trained as a DSE Assessor. Either Deepa Visavadia or Sande Cooper Jennings will investigate the complaint, make recommendations for correction and if necessary, seek advice on assessment of workstations immediately from a trained assessor, and consult Safety Services x 48855 and Occupational Health x 32802. Additionally, further advice may be obtained from: http://www.ucl.ac.uk/efd/safety_services_www/guidance/dse/index.htm

E1 Electrical Equipment Safety

Electrical equipment purchased should be of an approved and safe standard, e.g. kite marked. Even if new, the equipment should be subjected to an informal visual inspection before use, including plug, cables, wires, casings, and the condition of the equipment. New equipment should be notified to the DA/DSO, and entered into the log for Electrical Safety and PAT Testing, together with description, serial number, and comments. All equipment should be visually inspected at least once every 6 months, and results entered into this log.

Faulty Equipment

All staff are required to take immediate action concerning all confirmed or suspected safety related defects. The equipment must be disconnected from power at source, and an easily read label OUT OF ORDER is to be attached, and it is to be taken out of use until repaired or replaced. Staff should report their findings to the DSO/DA, who will arrange for disposal, or repairs to be dealt with by an approved contractor or the manufacturer. *See also Machines and Equipment.*

Pat Testing

UCL Safety Services is currently arranging surveys and Portable Appliance Testing throughout UCL. Although scheduled for 2006/7, the need remains for PAT to take place now that we are located into a new building.

E2 Emergency Situations

In all emergencies (fire, violence, theft, floods, power failure or gas leaks) **Dial 222 (internal phone) otherwise 0207-679-3333**.

E3 Exhibitions and Events.

Safety of attendees, who may be from outside of the department, shall be subject to a risk assessment. The DA/DSO Deepa Visavadia will liaise with the Event organisers to ensure that all arrangements comply with UCL Health and Safety requirements and that Risk Assessments are completed and if necessary additional

insurance coverage is organised by the Events coordinators.. Safety arrangements for the event should be brought to the attention of participants either in the form of an introductory talk or by way of clearly displayed notices.

F1 Field-Trips and Placements

Where it is proposed to organise field work or student placement, e.g. group visits or off-site studies by any member the department either in the U.K or abroad, the supervisor is responsible for performing a risk assessment prior to any work being undertaken. Please consult the document issued by Safety Services or the Safety Index on the Safety Services web page and filed work guidelines http://www.ucl.ac.uk/efd/safety_services_www/guidance/fieldwork/index.htm

F2 Fire Safety

In the event of discovering a fire
Press the fire alarm
Leave the building
DO NOT USE THE LIFTS IN THE EVENT OF A FIRE
Assembly area is SOUTH QUADRANGLE (just beyond the tunnel at the end of Malet Place)

F3 Fire Safety Marshals

The Department's Fire Safety Marshals (FSM's) are:

- Dave Chapman
- Deepa Visavadia
- Gina Abbs

The FSM's are responsible for receiving information from the UCL Fire Officer, and keeping staff abreast of any changes to evacuation procedures. The FSMs have a duty to induct new staff in their route out of the building in the event of the fire alarm sounding.

Fire is the responsibility of all staff

It is the duty of all staff to make sure that they stay aware of their exit route, and regularly remind themselves of the location of fire points, telephones from which to raise the alarm, and assembly points. Information sheet are displayed on the *Departmental noticeboard.*

F4 First Aid.

In the event of an injury or sickness contact one of the Departmental First Aiders:

Wendy Tester	39955
TBA	30446
Fiona Holland	51002
Dion Scott	51001

First Aid Boxes

There is a green First Aid Box in 4th floor Break out Room 4.07 and another in cabinet by water cooler in 2.09). It is the responsibility of each first aider to conduct a regular inspection of the contents to ensure they meet the minimum recommendation, and arrange purchase of any needed items. Refer http://www.ucl.ac.uk/efd/safety_services_www/guidance/firstaid/index.htm

Casualties and sick people

Casualties should be sent or escorted to the nearest point of medical aid, anticipated to be UCH Accident and Emergency Department. **Do not leave injured or sick people on their own.** If the First Aider, or any other member of staff attending, requires advice whether or not to send the injured or sick person to UCH A&E, then they can consult the Gower Street Practice (9am to 5.30pm Monday to Friday. Telephone 020 7387 6306 -or internally 32803 / 37057).

Log of First Aid given

For all instances of First Aid in the Department, a record should be kept of the incident, the name of the First Aider who attended and details of any treatment given. This information is to be treated as confidential, and be held by the relevant First Aid officer and copied to the DA/DSO.

G1 Housekeeping

The initial responsibility for the maintenance of housekeeping or tidiness in any working area, both of themselves and of others, lies with its occupants. All staff should exercise their common sense in terms of avoiding obvious health and safety hazards, e.g.:

- Trailing wires
- Unstable filing cabinets
- Rubbish and waste
- Items placed where people walk.

If there are any problems with Housekeeping that staff cannot solve themselves, they must contact Deepa Visavadia, extn. 33671, who will instigate the appropriate solution, or, if unable to do so, will notify the DA/DSO Deepa Visavadia.

H1 Induction

New members of staff should be immediately familiarised with emergency instructions, with the location of fire exits, fire alarms, fire extinguishers, first aid box, etc. Deepa Visavadia will prepare and schedule induction for new members of staff, supply them with the latest Department Health and Safety Policy, and arrange for the new staff to attend a UCL Safety Induction course as soon as possible - http://www.ucl.ac.uk/efd/safety_services_www/training/

Induction Checklist

Induction procedure also includes matters like payroll, office and UCL facilities, discussion of duties and probation. Deepa Visavadia will liaise closely with Head of Department, the line manager to ensure that all steps of induction for new members of staff are completed. This includes Health and Safety. The steps of induction are currently borne by a checklist. The member(s) of staff taking responsibility for each induction stage should mark the sheets with any outstanding matters, and sign-off

each stage. All outstandings should be collated, and reviewed by line-manager and monitored by Deepa Visavadia until wholly signed off. The completed record (checklist) for each new person is confidential, and should be placed in his/her personal HR file.

I1 Machines and Equipment

See also Electrical Safety.

Care must be taken by all staff to ensure that machines and equipment are used strictly in accordance with manufacturers' instructions. Staff noting a defective machine, or damage to its casing etc, must switch it off at source immediately, and fix to it an clearly readable OUT OF ORDER label. Notify Deepa Visavadia at once who will contact the appropriate service personnel to organise inspection and repair, or arrange machine disposal. On no occasion should staff attempt to repair a machine themselves.

I2 Manual Handling

Mechanical means should be used (for lifting, carrying etc) where possible. As a last resort manual handling may be used after a risk assessment has been made. The assessment should take into account (a) the weight of the object, (b) the person carrying the object, (c) the distance the object is to be carried. Persons doing heavy or bulky lifting, e.g. computer equipment should be suited and trained for the task. Where possible manual handling tasks should be undertaken by the supplier company.

Porters
Heavy or large items of equipment and furniture, must be moved by UCL porters who can be booked through Central Services x3000 or maintenance web-form http://rome.ee.ucl.ac.uk/cgi-bin/maint.cgi.

Manual Handling Guidelines
All staff should acquaint themselves with the UCL manual handling guidelines http://www.ucl.ac.uk/efd/safety_services_www/guidance/manual_handling/index.htm . In no circumstances should staff attempt to move items when alone in the office. Any projects such as adjusting the layout of the office should be referred first to the DA/DSO, Deepa Visavadia.

Accidents
All manual handling accidents will be notified via an Accident and Incident Report Form (See section 1. 'Accident and Incident Reporting'.

J1 Occupational Health Service

The Occupational Health Centre is located on the 4th Floor of the Health Centre Building at 3 Gower Place, within a short walk of the UCL Quad. It is marked on the map below with an arrow. Opening Times:

Monday - Friday
(appointments only)
9:00 am - 1:00 pm
2:00 pm - 5:00 pm

For appointments and general enquiries please contact the Occupational Health Service Reception on (020) 7679 2802 or internally on 32802. The UCL Occupational Health website gives details of all services available for management or self-referral http://www.ucl.ac.uk/hr/occ_health/

J2 Office Work

Each office should be laid out as ergonomically as possible. Advice can be sought from DA/DSO, Safety Services and Occupational Health. Offices do have risks associated with them, e.g. trailing wires, electrical equipment, storage. A risk assessment should be carried out.

K1 Pregnant Workers Pregnant Workers

Pregnant workers should have a risk assessment. An information leaflet will be posted on the departmental notice board or available from the DA/DSO. Information on safe working during pregnancy is available from the Occupational Health Service who can be consulted in confidence (020) 7679 2802 or internally on 32802.. An information leaflet outlining the procedure is available from http://www.ucl.ac.uk/efd/safety_services_www/guidance

K2 Purchasing for Safety

New items should only be purchased from reputable suppliers and must comply with current safety standards. e.g. kitemarked, electrical items should be CE marked. Before the purchase of safety equipment (screens for computers etc.) advice may be sought from DA/DSO Deepa Visavadia or Safety Services.

L1 Record Keeping

See Safety Record Keeping below

L2 Resourcing for Safety Management

Equipment associated with safe working and identified as necessary by a risk assessment will be funded by the department, e.g. chairs for computer work.

L3 Risk Assessment

A risk assessment is simply a careful examination of anything that may cause harm to you or others during the course of work. Once this is done, you will then be able to decide upon the most appropriate action to take to minimize the likelihood of anyone being hurt.

Staff responsibilities for Risk Assessment
It is the responsibility of all members of staff to assess their own forward schedules for activities which may contain potential hazards, and to fill out a Risk Assement form. Examples of activities that should be subject to risk assessment are events, field work, exhibitions, and activity that is not normal office or teaching work. The member of staff in charge of the activity must complete and sign a risk assessment, keep a copy, and pass the original to the DA/DSO, Deepa Visavadia, who will return it for rewriting if inadequate.

Raising, Reviewing, Revising
Risk assessments must be reviewed every year, produced for every new activity, and revised for each undertaking of that activity. Additional information is available from http://www.ucl.ac.uk/efd/safety_services_www/guidance/risk_assessment/

M1 Safety Policy Display

A copy of the safety policy is to be held on the Department's website. Copies will be held by the DA/DSO Deepa Visavadia and the Head of Department, Timothy Barnes. The Safety Policy must be read by all staff members. The policy is reviewed at least annually in liaison with UCL Safety Services (x46499)

M2 Safety Record Keeping

The DA/DSO is to keep records of safety inspections, accident report forms, training, Risk Assessments, and any statutory testing.

M3 Smoking, Eating and Drinking

No smoking is allowed in any part of the building. Eating and drinking is currently allowed in all the Centre's offices. Department staff must do all in their ability to prevent any health problems (e.g. to maintain clean refrigerator, mop spillages immediately; call cleaners if necessary: see 'Cleaning and Waste Clearance' above). Food waste is to be placed in the bins marked for that purpose.

M4 Social events

A senior member of staff should be nominated to oversee any social event. This person should be familiar with emergency and evacuation procedures of the venue hosting the event, and be able to direct procedures in the event of an emergency. A Risk Assessment form must be completed. (See 'Risk Assessments')

M5 Storage, Records, and Archiving

Each member of staff is responsible for ensuring safe use of storage.

- Storage must be arranged with regard to minimising risk.
- Large heavy items should be stored near floor level. Steps must be used for accessing high storage.
- Corridors and means of escape must not be used for storage.
- Where possible heavy or bulky items should be stored at waist height.
- Under no circumstances are boxes to be stored on top of tall cabinets/cupboards

Storage efficiency
Staff should regularly review efficiency of storage use. The UCL Record Office provides an archiving facility for all materials no longer in current use. Staff are urged to use this facility in order to keep the office free of unnecessary files. UCL Records Office can recall archive boxes from their off-campus storage facility within 1-2 days. Liaising with UCL Records Office is the responsibility of Deepa Visavadia, who will provide staff with archive boxes, and will train in principles of archiving procedure.

File methodology
Each member of staff is also responsible for applying principles of understanding UCL Records Management Office policy http://www.ucl.ac.uk/efd/recordsoffice/. In addition, each member of Department staff is responsible for ensuring that hard-copy and electronic files are labelled and stored methodically, enabling easy location and identification by others in their absence.

Data protection
Deepa Visavadia is the Data Protection Officer
Staff must also acquaint themselves fully with the UCL Data Protection guidelines http://www.ucl.ac.uk/efd/recordsoffice/data-protection/.

Data protection – Fire
All records of an irreplaceable nature, must be kept locked away in fireproof storage. Currently, the only fireproof safe is the laptop safe in room 2.08.

Confidentiality
Confidential records such as Personnel records, Student records, Exam papers, Assessments etc must be kept locked away, with access restricted to the person responsible and Head of Department.

Storage needs
Storage availability is extremely limited in the Malet Place Engineering Front Building, staff should contact Deepa Visavadia by e-mail in the first instance. It is strongly recommended to make use of the UCL Archive facility.

S6 Students

Are the responsibility of their Supervisor, and must comply with Departmental Safety Arrangements and Instructions. Students need adequate supervision and these arrangements for safety should be brought to their attention by Year Tutors.

Student Induction
Students must be inducted in basic UCL safety principles, and be made aware that there is a legal duty to comply with safety guide-lines and all safety advice given by Department staff. Risk assessments must be carried out for any non-lecture based activity, e.g. a field-trip. Students must be made aware of risks identified and the risk controls put in place to minimize.

Student welfare
The broader context of Health and Safety for students includes their welfare. Any non-urgent, or course-related, student enquiries, refer student to UCL Advances Office, Room 2.08 Engineering Front Building Malet Place

Personal problems and distress

Staff should use both observation and intuition, and stay alert to signs of distress or behaviour that might signal a deeper, more urgent personal issue. All staff are urged to read http://www.ucl.ac.uk/student-counselling/infoforstaff/index.htm to acquaint themselves with the broad principles and basics of encountering a student in distress. Assuming no aggression is being shown, seek another member of staff, so that one can stay with student, and the other can contact:

Timothy Barnes: 37752
Other UCL Advances staff: 37037

Or, failing response from above use contact numbers as below -

Dean of Students 020 7679 4545 (x 24545) http://www.ucl.ac.uk/dean-of-students/

Counselling points:

UCL Councillors: 21487 (020 7679 1487)

London Nightline

Helpline 020 7631 0101 (term time only, 6.00 p.m.- 8.00 a.m.) www.nightline.org.uk

Medical points:

Walk-In Clinic at the Gower Place Practice (general practice/doctors surgery/health clinic)**:** 020 7387 6306.

Accident & Emergency Department, UCH: Switchboard: 0845 155 5000

M7 Supervision

Members of Staff are reminded that they are responsible for people and students in their charge (i.e. in the classroom situation or an office).
All Supervisors are required to adequately supervise the work of staff, students and visitors under them or in their care/control. This will include, but not limited to, discussion of the work to be done, the materials and methods to be used, health, safety and emergency procedures, waste disposal etc. Supervisors are responsible for risk assessment of all work activities under their control.

N1 Training

DA/DSO is to liaise with the Safety Training Unit and the Head of Department (HoD) regarding any training requirements in the Department. The DA/DSO receives lists of Safety Training Courses. UCL Safety Services run training and workshops on a variety of safety matters. Deepa Visavadia is responsible for reviewing safety training needs within the Department. The record of any such courses completed by each member of staff will be added to the Departmental log kept by the DA/DSO Deepa Visavadia.
http://www.ucl.ac.uk/efd/safety_services_www/training/index.htm

UCL Safety Induction and Other Training

The DA/DSO will arrange for all new staff to attend the mandatory UCL Safety Training Unit Safety Induction Course. The DA/DSO will review the safety training requirements in the Department and arrange for members of staff to attend courses as deemed necessary.

O1 VDUs

See ‘Display Screen Equipment’

O2 Violence

In case of violent behaviour, threats of violence, or abnormal behaviour, do not hesitate – **Dial 222 (internal phone) otherwise 0207-679-3333** immediately, stating your name, location, and circumstance. Staff should acquaint themselves with http://www.ucl.ac.uk/hr/docs/violence.php which includes -

- act calmly and quietly and maintain a polite attitude
- avoid becoming physically involved
  contact a colleague to assist you or, if appropriate, call for College security or police assistance:
  (a) 222 If you are on a telephone connected through the College Switchboard
  (b) 999 If you are on any other telephone

  Get yourself and anyone else in the vicinity out of harm's way.
- in circumstances where you suffer physical assault or another person is being assaulted, use your discretion and employ minimal force to produce effective action in the circumstances with the least possible risk of physical injury to all those involved

Report any incident or potential incident to your direct supervisor and the DA/DSO, as well as filling out an accident and incident form.

O3 Visitors / Visiting Workers / Members of the Public

It is the responsibility of the host or DA/ DSO to make visitors aware of emergency procedures and the Departmental Safety Policy, to the degree deemed necessary for the purpose and duration of the visit or work.
Visitors to the 1st Floor, Executive Education Suite will be the responsibility of the Executive Education Receptionist, Dion Scott in the event of fire evacuation.

O1 Waste Disposal

Normal office waste should be placed in the bins provided. Glass, broken crockery and items with sharp edges should be wrapped before being placed in the bin. Food waste should be placed in the special bins designated marked 'food'. All waste will be disposed of in accordance with UCL Policy using colour coded bags or other designated containers, e.g. 'sharps' containers.

- Domestic and Office waste - black plastic sacks.
- Recycling - green plastic bags or designated boxes

Waste boxes, bulky rubbish, electrical equipment, fridges / freezers, should only be disposed of after direct agreement with Domestic Services ext.37001, (these items must not be stored / left in corridors pending collection).
Chemical - by arrangement with Hazardous Waste Service (x 46944)

OW2 Hazards, Malet Place Engineering Front Building

Hazard – MPEFB Fire Curtain

It was a condition of MPEFB planning permission that nothing must be stored under the Fire Curtain located on the first floor corridor of the Executive Education Suite. If items are found stored there, they must be removed immediately so that the curtain may come down unimpeded in the event of fire.

Hazard – MPEFB Refrigerant Leak Alarm

In the event that the alarm is activated. Staff must

- **Evacuate the room immediately**
- **Inform UCL Safety Officer Elaine Clarke ("Elaine Clarke" <elaine.clarke@ucl.ac.uk>)**
- **inform the DSO (Deepa Visavadia) who will fill out an accident and incident form. In the event of her absent, report activation to Head of Department, who will also notify Estates Surveyor**
- **Do not re-enter the room for at least 1 hour after activation**

O3 Working for or Visiting other Departments

Staff and students working in other organisations are required to comply with the host organisation's arrangements for safe working. Supervisors are responsible for ensuring there are safe working procedures in place for any of their staff or students who are required to undertake work in environments controlled by other organisations.