Health and Safety Policy

It is the policy of the Institute to provide and maintain a safe and healthy work environment, safe equipment and safe systems of work for all its staff and students, and to provide such information, training and supervision as is required to attain this objective. The Institute also accepts its statutory responsibility for the health and safety of others, including visitors, who may be affected by its activities.

The underlying principle to be applied is that the management of health, safety and fire-related risks (hereafter referred to as ‘health and safety’) are considered as having equal importance to the Institute’s other key corporate aims.

The Institute will allocate the resources required to execute its statutory duties and prioritise and take action, based on the application of risk assessment.

This policy applies to all activities and areas of the Institute, including the Students’ Union and the Student Accommodation, where the Institute endeavours to meet UUK Accommodation Code Standards.

In meeting its formal obligations, the Institute requires staff and students to take reasonable care of their own health and safety and that of their colleagues and to report any defects to the physical environment, or management arrangements, which may prejudice this.

The responsibilities and arrangements for implementing this policy are set out below.

To ensure that the policy is kept up to date, it will be reviewed each academic year, normally during the Summer Term.

Signed

[Signature]

Professor Chris Husbands
Director

November 2013
HEALTH & SAFETY RESPONSIBILITIES

The Director has final and overall responsibility for Health and Safety within the Institute.

The Pro-Director: Strategy and Organisation and the Deans of Faculty are responsible to the Director for ensuring that the Policy of the Institute is implemented and complied with within their areas.

The Heads of Support Departments are responsible to the Pro-Director: Strategy and Organisation for ensuring that the policy is implemented and complied with within their areas.

The lines of responsibility are indicated in figure 1 below:

Responsibility for health and safety runs with managerial responsibility, through the management chain, even if not formally specified in the job description. The supervision of health and safety can be delegated, but the responsibility cannot.

All staff who perform a managerial or supervisory role, either of other staff or of students, should ensure that activities are carried out in a manner which protects the health and safety of those involved.

All staff have a duty to cooperate with the Institute to achieve a healthy and safe workplace and to take reasonable care to ensure the safety of themselves and others.

Specific responsibilities of groups and individuals are detailed in Appendix 1.
# CONTENTS

## GENERAL ARRANGEMENTS

<table>
<thead>
<tr>
<th>1</th>
<th>Introduction</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Accidents &amp; Incidents</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>First Aid</td>
<td>6</td>
</tr>
<tr>
<td>4</td>
<td>Fire Safety</td>
<td>6</td>
</tr>
<tr>
<td>5</td>
<td>Fire Marshals</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>Training</td>
<td>8</td>
</tr>
<tr>
<td>7</td>
<td>Health Surveillance</td>
<td>9</td>
</tr>
<tr>
<td>8</td>
<td>Risk Assessment</td>
<td>9</td>
</tr>
<tr>
<td>9</td>
<td>Safety Information</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td>Safety Inspections</td>
<td>10</td>
</tr>
<tr>
<td>11</td>
<td>Asbestos</td>
<td>10</td>
</tr>
<tr>
<td>12</td>
<td>Lone Working</td>
<td>10</td>
</tr>
<tr>
<td>13</td>
<td>Stress</td>
<td>11</td>
</tr>
<tr>
<td>14</td>
<td>High Shelving</td>
<td>11</td>
</tr>
</tbody>
</table>

## APPENDICES

<table>
<thead>
<tr>
<th>1</th>
<th>Organisation &amp; Arrangements for carrying out the Policy</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Duties of First Aiders</td>
<td>17</td>
</tr>
<tr>
<td>3</td>
<td>Duties of Fire Marshals</td>
<td>18</td>
</tr>
<tr>
<td>4</td>
<td>Smoking Policy</td>
<td>19</td>
</tr>
<tr>
<td>5</td>
<td>Chemical Information</td>
<td>24</td>
</tr>
<tr>
<td>6</td>
<td>Local rules for the Use of Sealed Radiation Sources</td>
<td>28</td>
</tr>
<tr>
<td>7</td>
<td>Essentials of Good Housekeeping</td>
<td>31</td>
</tr>
<tr>
<td>8</td>
<td>Assessment for Manual Handling</td>
<td>32</td>
</tr>
<tr>
<td>9</td>
<td>Personal Protective Equipment</td>
<td>34</td>
</tr>
<tr>
<td>10</td>
<td>DSE Workstations</td>
<td>35</td>
</tr>
<tr>
<td>11</td>
<td>Action in an Emergency</td>
<td>40</td>
</tr>
<tr>
<td>12</td>
<td>Estates and Facilities Policy</td>
<td>41</td>
</tr>
<tr>
<td>13</td>
<td>Temperature at Work</td>
<td>42</td>
</tr>
</tbody>
</table>
GENERAL ARRANGEMENTS

1 - INTRODUCTION

- The principal objective of all safety procedures is to control hazards. This is best achieved by preventing the hazard from arising; whenever possible, therefore, the material presenting the least hazard should be chosen. Wherever hazards still remain, appropriate measures must be taken to control those hazards.

- All staff, students and visiting workers of the Institute are required to comply with the health and safety procedures of the Institute whether they are working, on behalf of the Institute, at one of its principal sites or remote from the Institute’s premises.

2 – ACCIDENTS & INCIDENTS

- All accidents and dangerous or potentially dangerous occurrences must be reported, as soon as possible, by the individual concerned to the Health & Safety Officer on the Institute’s accident report form: http://www.ioe.ac.uk/about/policiesProcedures/788.html from the website or Reception on level 4, Bedford Way building.

- Within the Institute there are a number of trained first-aiders, lists of whom are available on the website at: http://www.ioe.ac.uk/about/policiesProcedures/788.html

- Duties of first aiders are given in Appendix 2

- Where appropriate, each First Aider will be provided with a portable first aid kit; an additional first aid kit will be sited in Reception; it will be the responsibility of First Aiders to ensure that their first aid kits are kept fully operational. The Support Services Manager is responsible for the first aid kit in Reception.

- The Health & Safety Officer will investigate all accidents and incidents relating to safety matters. The Health & Safety Officer will report all accidents and incidents to the Institute’s Safety and Security Committee. If a serious accident occurs, an investigation will be carried out jointly by the Health & Safety Officer, a responsible person from the area involved and a Union Appointed Safety Representative of the staff employed in that area. In such cases, a written report will be made to the Institute’s Safety and Security Committee and the Pro-Director: Strategy and Organisation identifying measures to be taken to ensure that the incident will not re-occur.

- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), certain injuries and incidents, including where a member of staff is unable to carry out their normal work for more than seven consecutive days following an incident at work, must be reported to the Health and Safety Executive (HSE). It is therefore vital that all incidents are reported as quickly as possible. Normally, the notification will be made to the HSE by the Health & Safety Officer.

- The formal Accident Book will be maintained by the Institute.
3 - FIRST-AID

- In the event of any accident, a first-aider should be called to assist. Where the safe working procedures do not detail specific first-aid, the following first-aid procedures should be adopted in the event of an accident resulting in personal injury:

- **Bleeding:** If the cut or abrasion may be contaminated, wash with running water. Control the bleeding by applying pressure to the site of the injury and raising the injured part. If the bleeding is severe, or if contamination has occurred, obtain medical attention immediately, via the Reception staff, by dialling 5555. All accidents involving breaks of the skin or contamination of existing breaks of the skin involve the possibility of infection.

- **Unconsciousness:** Ensure that the patient has a clear airway; obtain medical attention immediately.

- **Ingestion of poisonous chemical:** If the chemical is confined to the mouth, give large quantities of water as a mouth wash. Ensure that the mouth wash is not swallowed. If chemical has been swallowed, small amounts of water may be administered, more if the chemical is corrosive. Administer the specific antidote, if one exists. Do not induce vomiting. The casualty must then be referred to the Gower Street Practice (020-7636-7628) or to the UCLH Accident and Emergency Unit for treatment, accompanied by details of material swallowed, including quantity/concentration and treatment already given.

- **Burns and Chemical Contamination of the Skin:** Wash the injury under cold running water for at least ten minutes. If the burn is extensive or if blistering occurs, obtain medical attention immediately, via the Reception staff, by dialling 5555.

- **Eye Injuries:** All accidents involving eyes should be treated by washing the affected eye immediately with running water for at least 15 minutes. The casualty must then be referred to the Gower Street Practice (020-7636-7628) or to the UCLH Accident and Emergency Unit for treatment.

- **Acute Illness:** If an ambulance is required, call 9-999. Please ensure that the Reception, or building administrator as appropriate, is informed so that they can direct the ambulance crew when they arrive. A written account of the illness, action taken and any other relevant information should be prepared immediately for the Health & Safety Officer who will report forthwith to the Director.

- **Allergy:** If an allergic reaction to substances at work is suspected, cease exposure to the allergen and obtain medical advice. Allergies may develop in almost all individuals. Their effects may increase with repeated exposure and may develop to the extent that any exposure is intolerable. It is, therefore, important that the exposure is controlled at an early stage before the allergy becomes debilitating.

- Note that staff and students with certain medical conditions may have Medic Alert bracelets or necklaces.

4 - FIRE SAFETY

- The main object of the fire safety arrangements is to save life. The fire alarm procedure should be followed in the event of discovering a fire or in the event of the alarm sounding.
The alarm system in 20 Bedford Way has both an Alert signal (Intermittent) and Evacuation signal; the intermittent alarm will signify that there may be a problem. No action should be taken until the alarm sounds continuously, when it will continue until the building has been vacated.

In all other areas in the event of a fire, the alarm will ring continuously until the building has been vacated.

IN CASE OF FIRE:
- Sound the alarm by breaking the nearest Break Glass point (located in each stair well)
- notify Reception (ext.5555) from the nearest telephone.

IF THE ALARM SOUNDS CONTINUOUSLY:
- close windows and doors in your area,
- turn off gas supplies and portable electric equipment,
- make sure that everyone in your area is aware of the alarm,
- leave the building by the NEAREST available exit - DO NOT go back for your coat or belongings,
- assemble at your designated assembly point and await instructions. DO NOT ASSEMBLE IMMEDIATELY IN FRONT OF THE BUILDING where you might obstruct the exit.

Bedford Way / Woburn Square  Woburn Square to the right of the concourse
55-59 Gordon Square  Woburn Square to the right of the concourse
Emerald Street  Corner of the building
9-11 Endsleigh Gardens  Friends Garden
36 Gordon Square  Corner of Tavistock Place

All staff and students are required to obey the instructions of the fire marshals and the Emergency Coordinator.

All staff, students and visiting workers should be aware of their nearest escape route and of the location of the fire alarm break glass points in their area.

Personal Emergency Evacuation Plans will be established by the Equalities Manager, in conjunction with the Health and Safety Officer and/or Disability Coordinator, for any members of staff or students with mobility problems or impaired vision or hearing.

Fire extinguishers are provided around the Institute. They should be used only where there is no danger to personal safety. The correct fire extinguisher must be used for any particular fire. **REMEMBER:** Always sound the alarm first.

Fire Extinguishers: Colour Codes and Uses:
<table>
<thead>
<tr>
<th>Colour</th>
<th>Type of extinguisher</th>
<th>Suitable for:</th>
<th>DO NOT USE ON:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cream</td>
<td>Foam</td>
<td>Solvents</td>
<td>Electricity</td>
</tr>
<tr>
<td>Red</td>
<td>Water</td>
<td>Furniture, wood, paper</td>
<td>Electricity, highly flammable liquids</td>
</tr>
<tr>
<td>Blue</td>
<td>Dry powder</td>
<td>Solvents, electricity</td>
<td></td>
</tr>
<tr>
<td>Yellow</td>
<td>Wet Chemical</td>
<td>Furniture, wood, paper, Cooking oil fires</td>
<td>Flammable gasses, flammable metal fires.</td>
</tr>
<tr>
<td>Black</td>
<td>Carbon dioxide</td>
<td>Electricity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire blanket</td>
<td>Solvents, furniture, wood, paper</td>
<td></td>
</tr>
</tbody>
</table>

5 - FIRE MARSHALS

- The Institute maintains a team of Fire Marshals to ensure that buildings are effectively evacuated in an emergency situation. A checklist will be kept in at Reception for use during evacuations. Their duties are given in Appendix 3. These duties include ensuring that the fire precautions for their area are maintained at a high standard.

- The Building Services Manager will ensure that the yearly inspection and general maintenance of fire extinguishers, hose reels, dry risers, fire exits etc. is carried out.

- The Health & Safety Officer and the Building Services Manager will ensure that escape routes are not altered without the approval of the London Fire Brigade.

- The Head of Estates will ensure that there is a least one emergency evacuation practice per building each term. A record of each evacuation will be made including details of any special circumstances introduced and any observations made which require attention, and a copy retained by the Health & Safety Officer to be submitted to the Safety and Security committee.

6 – TRAINING

- The Institute will ensure that its staff receive appropriate training in Health and Safety.

- Where particular training for either groups or individuals is deemed necessary, the Health & Safety Officer will notify the Head of Staff Development, who will make the appropriate arrangements.

- Deans of Faculty and Heads of Departments should identify the training requirements for individual members of staff and notify these to the Health & Safety Officer.

---

1 The latest British Standard, BS EN 3:1996, states that the body of fire extinguishers must be coloured red, and bear a panel (occupying no more than 5% of the total surface) coloured according to the code in the table.
7 - HEALTH SURVEILLANCE

- Occupational health services for the Institute are provided by Health Management Ltd, Harley Street. This service is managed by Human Resources.

- **Eye Tests**
  Staff whose job requires the frequent use of display screen equipment are entitled to eye-tests paid for by the Institute. Upon application, Human Resources will provide the appropriate Eye Care vouchers.

- **Overseas travel**
  Staff and students travelling abroad should ensure that they are appropriately and effectively immunised in accordance with medical advice.

  Specific immunisations may be mandatory for travel to some countries. Chemoprophylaxis against malaria should be taken by all staff and students travelling to areas where there is a hazard of malaria infection.

  All staff should complete a standard risk assessment checklist. [Link](http://intranet.ioead/ioe/cms/get.asp?cid=14460&14460_0=22640)

8 - RISK ASSESSMENT

- The Institute seeks to maintain a safe working environment for its staff, students and visitors by the implementation of a scheme of safe systems of work.

  All staff are required to read the Health and Safety Policy when they join the Institute and are supervised until considered competent for their job.

- Based on the current relevant legislation, the safe systems of work include consideration of the following factors:
  - Possible hazards,
  - Exposed groups,
  - Control measures,
  - Monitoring requirements,
  - Specific precautions,
  - Special emergency procedures.

  In addition, specific training is given to all new staff and students and when new arrangements, techniques or procedures are introduced.

  The Health and Safety Policy will be amended when necessary to incorporate arrangements for controlling any additional risks not adequately covered by the existing arrangements.

  More detailed Risk Assessments will be required for those areas which may possess more significant risks, such as laboratory and maintenance areas.

  Specific Risk Assessments must be carried out for pregnant workers and nursing mothers. These are to be carried out in cooperation with the relevant line manager. Assessments must take account of any available medical advice for the pregnant worker/nursing mother and actions taken to reduce any identified risk.

  A Permit-to-Work scheme is operated for all laboratory areas as well as for the
roof and service ducts.

- Emergency procedures exist to deal with the foreseeable problems and unannounced evacuation drills are carried out three times a year.

- The assessment requirements of the Management of Health & Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 are fulfilled through the use of written codes of practice and project summaries.

9 - SAFETY INFORMATION

- Human Resources, via the relevant Faculty, (for staff based within a Faculty) or Professional Services Department, will ensure that every new member of staff, including temporary staff, receives a copy of the Action in an Emergency leaflet on arrival at the Institute.

10 - SAFETY INSPECTIONS

- Union Appointed Safety Representatives are entitled to inspect the workplaces of their members in accordance with the Safety Representatives and Safety Committee Regulations 1977 and any later amendments.

11 - ASBESTOS

- The Building Services Manager will ensure that:
  - there is a register of all items that contain asbestos;
  - these items are inspected regularly, at least once per year, and appropriate treatment carried out to keep them in a safe condition;
  - those who work on them are aware of the presence of asbestos and take appropriate precautions.

The Head of Estates will ensure that an Asbestos Management Plan is in place.

12 - LONE WORKING

- A person is considered to be working alone if they have neither visual or audible communication with someone who can summon assistance in the event of an accident. A telephone is not deemed to constitute audible communication because an injured person may not be able to make use of it to summon assistance.

- No-one shall perform any task whilst working alone where there is a reasonably foreseeable chance that it might result in an accident which would be sufficiently serious to require a second person to be available to summon help.

- In assessing whether to allow a task to be performed, consideration should be given to the following points:
  - Use of potentially hazardous equipment out-of-hours and unassisted should be discouraged.
  - The kinds of accidents, the types of injury which may occur and the need for immediate response which might be needed.
  - Assessment of individual fitness to work alone.
13 - STRESS

The IOE Stress Policy, which includes guidance on stress management, can be downloaded from the intranet at http://intranet.ioead/ioe/cms/get.asp?cid=16160&16160_0=22936

14 – HIGH SHELVING

- Many areas within the Institute use high level shelving for storage and reference materials. Wherever possible, the use of this shelving in offices should be restricted to materials which do not require routine or frequent access.

- Appropriate safe means for reaching these areas must be provided. This will usually either be in the form of "elephant foot" kick stools or step ladders, which must be used with care in accordance with the manufacturers instructions.

- High shelves etc should not normally by accessed by climbing on furniture not designed for this purpose. The use of swivel chairs in this way is strictly prohibited.
APPENDIX 1

ORGANISATION AND ARRANGEMENTS FOR CARRYING OUT THE POLICY

In executing its formal duties, the Council has assigned to the Director, as Chief Academic and Administrative Officer, overall responsibility for the management of health and safety. In turn, the Director has charged the Pro-Director: Strategy and Organisation with the lead management role for operational health and safety management at the Institute. He is further supported in discharging this responsibility by the Deans of Faculty and Heads of Professional Services Departments who have day-to-day responsibility for ensuring the health, safety and welfare of staff, students and visitors and for meeting the operational requirements of this Policy and the Institute’s other formal health and safety documents.

Reflecting the above, the Institute’s organisational arrangements for meeting its formal obligations are summarised below.

a. The Council is responsible for ensuring through the Director and the Human Resources Committee that:

(i) the Institute has implemented such management arrangements as are necessary to fulfil its statutory obligations;

(ii) the risk assessment process is the basis for identifying and addressing Institute hazards and risks based on the assessed level of risk formally identified;

(iii) Institute performance to the standards set in its Health and Safety Policy, and other related documents, is being met.

b. The Human Resources Committee is responsible on behalf of the Council for:

(i) monitoring the Health and Safety performance through receipt of an annual report from the Pro-Director: Strategy and Organisation, following consultation with the Safety and Security Committee, and reports in relation to any serious Health & Safety incidents.

c. The Director is accountable to the Council through the Human Resources Committee for:

(i) the organisational implementation of the Institute’s Health and Safety Policy and other formal health and safety-related documents;

(ii) taking such measures as are necessary to ensure that, at the strategic level, performance standards and timescales are adhered to;

(iii) ensuring that a risk based approach is being undertaken by subordinate staff to the identification and management of risk.

d. The Pro-Director: Strategy and Organisation is responsible to the Director for the following duties:

(i) the overall management of health and safety at the Institute, including the provision of professional health and safety advice;
overall management of health and safety associated with the Institute’s estate, including the residential estate, as it relates to all aspects of the maintenance of the buildings, their operating systems and services, including Fire and Security systems, ensuring that appropriate levels of protection and safety are provided for both personnel and property;

co-ordination of emergency management planning arrangements for the Institute and their implementation at an operational level;

overseeing the allocation of health and safety responsibilities at Faculty and Departmental level;

supported by the Health and Safety Officer and the Safety and Security Committee, present a report annually to the Human Resources Committee, acting on behalf of the Council, on the Institute’s Health and Safety performance in meeting its Health and Safety Policy and objectives.

e. The Deans of Faculty and Heads of Professional Services Departments are responsible for health and safety, including emergency management arrangements, at Faculty and Departmental level and for ensuring compliance with Institute policies and procedures and other formal documents. They will ensure that:

health and safety induction training is provided to staff and students on joining the Faculty/Department.

departmental activities are undertaken in accordance with formal Institute and other relevant health and safety standards;

where identified to be necessary, departmental codes of safe working practice are developed and implemented;

measures are taken to identify any deficiencies in, and controls required to ensure, the health and safety of the working environment in their Faculty/Department and working practices as determined by the risk assessment process, including the application of ‘safe systems of work’;

risk assessment is undertaken to establish the measures necessary to identify and control potential risks and to ensure these controls are implemented;

accident and incident investigation is undertaken with support from the Health and Safety officer, as appropriate, to determine causes, prevent recurrence and facilitate accurate reporting.

f The Health and Safety Officer is responsible for providing a service on Health, Safety and Fire matters to all members of the Institute and to assist personnel in meeting their designated health and safety duties. The post holder will also:

keep all levels of management and the Safety and Security Committee members informed of statutory, best practice and other health and safety related requirements and of the action necessary to meet such demands;

produce Institute policy and other formal health and safety-related documents for consultation with the Safety and Security Committee;
(iii) wherever possible, provide required training;

(iv) co-ordinate accident and incident investigations in conjunction with staff named at paragraph e to ensure control of the cause of accidents and the spreading of good practice;

(v) provide advice on such policy, procedure and other relevant documents, as are necessary to enable the Council, the Director, senior officers and other relevant Institute personnel, to meet their formal health and safety-related duties;

(vi) monitor compliance with the requirements of this Policy and other formal Institute documents;

(vii) undertake such other duties, including those associated with emergency management planning, as are necessary to ensure that the Institute is meeting the obligations imposed on it by statutory and other formal requirements.

g **All Line Managers and Supervisors should:**

(i) support their Head of Department in discharging their Health and Safety responsibilities with regard to their own teams;

(ii) ensure that safe systems of work are in place and being followed by all staff and students.

h **Individual Members of Staff, Students and visitors (including contractors) should:**

(i) co-operate and comply at all times with the safety information, instruction and training provided, bringing without delay to the attention of their line manager or other appropriate responsible person such as a tutor or student union representative, any hazards identified, or improvements considered necessary;

(ii) take reasonable care of the health and safety of themselves and of other persons whom their acts or omissions may affect;

(iii) co-operate with the Institute to enable it, or any other person, to comply with any duty or requirement imposed by the Health and Safety at Work Act 1974, or any relevant statutory provision or other health and safety-related requirement;

(iv) not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare, such action being subject to the Institute’s disciplinary procedures.

i **Safety and Security Committee**

(i) The Safety and Security Committee is the formal venue for management, staff and students to meet regularly for the purpose of promoting joint co-operation on health and safety-related issues. It operates to terms of reference that are agreed by the Human Resources Committee on behalf of Council.

(ii) Membership of the Safety and Security Committee comprises safety representatives, who would usually be trades union representatives, who are
responsible for representing the interests of all staff and students in respect of Health and Safety.

(iii) The Safety and Security Committee is the formal mechanism for the Institute to consult with its staff and students in respect of Health and Safety issues.

(iv) The Committee is a Sub-Committee of the Human Resources Committee. Its Terms of Reference and Membership are subject to approval by the Human Resources Committee, as are any decisions which will involve financial expenditure in excess of the approved annual Safety and Security Budgets.

(v) The Committee agendas and minutes are available on the intranet at http://intranet.ioead/ioe/cms/get.asp?cid=6365&6365_0=6593.

(vi) If the committee recognises that it does not have sufficient knowledge to consider any matter brought to its attention, it can co-opt additional non-voting members as necessary.

(vii) All members, including the Chair, but not ex-officio members, will be permitted to vote on any motion put to the Committee; the Chair will have a casting vote.

(viii) MEMBERSHIP:
- (Chair) Nominee of the Director (normally the Pro-Director: Strategy and Organisation)
- UCU Representatives (2)
- UNISON Representatives (2)
- Unite Representative
- Students' Union Representative (representing the students)
Ex-officio:
- Head of Estates and Facilities
- Head of Conference, Catering and Operations
- Director of Human Resources
- Deputy Head of Estates and Facilities
- Health & Safety Officers
In Attendance:
- Disability & Wellbeing Service Manager
- General Manager (Students’ Union)

(ix) TERMS OF REFERENCE:
1. To promote a high standard of health, safety and security throughout the Institute;
2. To recommend policy developments in relation to health, safety and security to the Council, through the Human Resources Committee;
3. To advise the Director of any actions felt necessary to comply with the Institute’s policies covering health, safety and security;
4. To receive and consider regular reports from the Health & Safety Officer;
5. To consider reports on incidents, accidents and occupational health issues and to recommend appropriate follow up action;
6. To consider reports relating to health, safety and security carried out by external agencies or other bodies and to recommend appropriate follow up action;
7. To contribute to raising awareness of health, safety and security matters throughout the Institute;
8. To submit reports to the Human Resources Committee as necessary, at least annually and following any serious Health & Safety incident.

This committee is advisory and will in no way assume the responsibilities of management of employees in relation to Health & Safety.
APPENDIX 2

DUTIES OF FIRST AIDERS

1. To render First Aid in any emergency to the best of their ability.

2. To advise patients that they should record details of any accident on the Institute Accident Form; if it is clear that the patient is either unwilling or unable to do this, then the First Aider will make the entry.

3. To ensure that the First Aid box, or boxes, with which they have been issued, are kept complete and readily available; any items used in treating a patient should be replaced from the stock in the first aid room.

4. To be aware of the locations of other First Aid boxes, so that they can render aid rapidly in locations away from their normal place of work.

5. To attend training sessions when arranged within the Institute and undertake comprehensive re-training before their current certificate expires.

6. To advise the Health & Safety Officer if they change their normal place of work, expect to be away from the Institute for more than two weeks, or have any other reason which could affect their availability in case of an emergency.

The list of up-to-date first aiders can be found here: http://www.ioe.ac.uk/about/policiesProcedures/788.html
APPENDIX 3

DUTIES OF FIRE MARSHALS

1. In the event of the evacuation alarm sounding Fire Marshals should ensure that the area is effectively evacuated.

   Immediately the alert signal is sounded*, the Fire Marshal should:-
   (a) put on jacket;
   (b) locate any disabled person and ensure all other people within the area are preparing to evacuate,
      - Immediately the evacuation signal is sounded, the Fire Marshal should:-
   (c) ensure full assistance is given to any disabled person;
   (d) ensure that every member of staff leaves following the evacuation signal in an orderly fashion by the shortest route, having closed windows and doors, ensured any gas appliances are extinguished and electrical heating switched off. Where practical, all other electrical equipment should be turned off; staff leaving equipment “ON” must satisfy themselves that the equipment is safe to be left unattended;
   (e) report to the person in charge of evacuation that the area has been searched and is known to be vacated.
   (f) ensure that a report is made of any malfunctions, e.g. faulty alarms, areas where alarms could not be heard, obstructions to easy evacuation, etc.

2. General: - to ensure that the fire precautions for the area are maintained at a high standard, and in particular to ensure:-
   (i) fire exits and routes to them are kept unobstructed;
   (ii) fire doors are not wedged open;
   (iii) fire extinguishers are in place and are not obstructed, and any discharged extinguishers are reported to the Health & Safety Officer.
   (iv) fire alarms are clear and audible;
   (v) there is no build-up of combustible rubbish;
   (vi) provisions have been made for any disabled person to be evacuated.
   (vii) new members of staff have been briefed on action to be taken when the alarms sound, the fire escape routes, positions of fire appliances and alarm points.

3. In the case of any violation of the fire precautions, the Fire Marshal should attempt to identify the person responsible, so that the latter remedies the situation. If this proves impossible, the Health & Safety Officer should be informed. All serious violations of these fire precautions are to be recorded on an Accident/Incident Form available on the website, and returned to the Health and Safety Officer who will report to the incident to the Safety and Security Committee, available here: [http://www.ioe.ac.uk/about/policiesProcedures/788.html](http://www.ioe.ac.uk/about/policiesProcedures/788.html)

Fire marshals should notify a suitably trained deputy if they expect to be away from the Institute, or have any other reason which could affect their availability in case of an emergency.

*note this only applies to Bedford Way
APPENDIX 4

SMOKING POLICY

1. Purpose

1.1 The purpose of this document is to set out how the Institute conforms with the requirements of the Smoke-free (Premises and Enforcement) Regulations 2006, Smoke-free (Exemptions and Vehicles) Regulations 2007, Smoke-free (Signs) Regulations 2007, and other related legislation.

2. Scope

2.1 This policy confirms how the Institute manages smoking on its premises. The policy also describes the support it will provide staff and students who wish to cease smoking.

3. Responsibilities

3.1 This policy is the overall responsibility of the Head of Estates and Facilities. Day-to-day responsibility for implementation of the policy is delegated to the Deputy Head of Estates and Facilities and the Head of Support Services with support from all Heads of Department.

4. Procedure

4.1 This policy will be reviewed and updated at least once annually normally in the summer term of each academic year by the Head of Support Services. The review and any updates made will reflect any changes in legislation and or guidance issued by the Health and Safety Executive Office. Amendments to this policy will initially be made by the Head of Support Services for review by the Head and or Deputy Head of Estates and Facilities. Following agreement on updates, a revised version of the policy will be put to the Institute’s Safety and Security Committee for formal approval in the autumn term.

5. Equality Implications

5.1 There are no known any impacts on equality in relation to protected characteristic groups i.e. age, ethnicity, sex, disability, sexual orientation, religion, belief or non belief, pregnancy or maternity, civil partnerships or marriage or gender identity for both staff and students inspect to this policy.

6. Policy Document

6.1 The Institute recognises the right of all workers, students and visitors to work in a smoke free environment and has operated a policy of no smoking within all its buildings for many years. The Institute is committed to promoting health and welfare, and, as a good employer, wishes to

2 Workers in the context of this policy means Institute employees, indirect employers, staff working for contractors
create a high quality, healthy, and safe working environment for all workers, students and visitors. It must, therefore, ensure that everyone is protected from the dangers of smoke in work and rest areas

6.2 The Institute therefore considers that it has a legal and moral duty to actively pursue a policy to attain a tobacco smoke-free environment for non-smokers. It also considers that it has a duty to provide support for those members of the Institute community who wish to cease smoking.

6.3 The Human Resources Department is responsible for informing all job applicants and new employees of this policy.

6.3 The Registry Department is responsible for informing all students registering on courses of this policy.

6.4 Residences, Conference and Catering department is responsible for informing all students living in Institute residential accommodation and those hiring any of the Institute’s facilities of this policy.

6.5 IT Services and Estates Management Services are responsible for informing contractors engaged to carry out work and or provide services on Institute premises of this policy.

6.6 Smoking is not permitted in any Institute building, inner courtyards, the service road at Bedford Way, or students’ union bar, but may be permitted on adjacent outside areas only, as follows:
  - The concourse area at 20 Bedford Way but not within five meters of the entrance
  - Designated area of the patio immediately outside of the Students’ Union
  - The garden to the rear of 15-23 Endsleigh Street (John Adams Hall, residence)

6.7 The Institute displays appropriate “No Smoking” signs that make it clear that smoking is not permitted on the premises. These signs are located at the entrance of all Institute buildings and in any vehicle that is owned or leased by the Institute.

6.8 Additional interior ‘No Smoking’ signs will be fitted in circulation spaces within buildings where deemed appropriate and necessary.

6.9 Examples of exterior and interior ‘No Smoking’ signs are provided at Appendix 2.

6.10 Staff who, wish to smoke during the working day may be permitted reasonable breaks, provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties.

---

3 Tobacco smoke is classified as A Group A carcinogen a substance known to cause cancer in humans and for which there is no recognised safe level of exposure. Passive smoking is a known cause of disease and people who do not smoke tobacco products have an enhanced risk of contracting lung cancer if they are exposed to environmental tobacco smoke.
6.11 The Institute recognises the difficulties that employees and students may face who wish to give up smoking. The Institute’s occupational health service can offer information and support. Details are available from the Human Resources Department. Assistance is also available from the NHS Smoking Helpline and other NHS services as outlined in Appendix 1.

6.12 Staff and students should refer any concerns about non-compliance with this policy (in writing) to the Head of Support Services. Where non-compliance continues following such a reference, staff should refer their concerns to the Safety Advisor and students, to a Students’ Union Officer.

6.13 As members of the Institute community, students are required to follow this policy while living, studying or working on Institute premises. Where infringements with regard to smoking occur, the relevant student disciplinary procedure may be invoked. Likewise any infringements by staff may result in disciplinary action being taken.

6.14 Infringement by visitors to Institute buildings and or contractors may result in them being asked to leave the premises.

7. Document Owner and Approval

7.1 The Head of Estates and Facilities is the owner of this document and is responsible for ensuring that this policy is reviewed in line with the review requirements of the IOE’s business standards.

7.2 A current version of this document is available to all members of staff and students on the IOE web-site and is published at http://www.ioe.ac.uk/about/90.html.

7.3 This policy was updated and approved by Safety and Security Committee on 9 October 2013 and is issued on a version controlled basis under his/her signature.

Appendix 1: Support for the cessation of smoking

The following sources of support are available for smokers who want to stop:


All Wales Smoking Cessation Service: 0800 085 2219. Free local service providing cessation support and counselling.

Action on Smoking and Health in Wales, 220C Cowbridge Road East, Canton, Tel (Helpline): 0800 169 0169.

NHS Direct- www.nhsdirect.nhs.uk

NHS Helpline — www.givingupsmoking.co.uk

Tel 0800 169 9 169
Urdu: 0800 169 0 881
There are a number of sources of information and advice on giving up smoking. One of the best sites is the NHS’s, Go Smoke Free. A selection of other sources are listed below:

- [http://www.gosmokefree.co.uk/](http://www.gosmokefree.co.uk/)
  This is the official NHS site, which has a wealth of information and advice, including free and low-cost options available to smokers on the NHS.

- [http://www.ash.org.uk/?quit](http://www.ash.org.uk/?quit)
  ASH is a campaigning public health charity working to eliminate the harm caused by tobacco.

- [http://www.nicorette.co.uk/quit-smoking/programme/activestop.aspx](http://www.nicorette.co.uk/quit-smoking/programme/activestop.aspx)
  Nicorette ActiveStop is a support programme developed by experts to help smokers quit. It advertises therapies using the internet and mobile phone.

- [http://www.quit.org.uk/](http://www.quit.org.uk/)
  QUIT is the independent charity whose aim is to save lives by helping smokers to stop.
Appendix 2  Examples of Approved ‘No Smoking’ Signs

No smoking

No Smoking either in or within 5 metres of this building

No Smoking either in or within 5 metres of this building (except where designated)
APPENDIX 5

CHEMICAL INFORMATION

The Classification, Labelling and Packaging of Substances and Mixtures (CLP) Regulations came into effect on 20th January 2009 and is subject to a transition period, with its provisions phased in up to 1st June 2015. This phasing is intended to help suppliers and users of chemicals change from the current EU classification and labelling system to the new GHS system.

What this actually means is that the pictograms used on the labels for chemicals will be changed to ones that will be used worldwide. So from the 1st December 2010 the labels on substances’ packaging will include only the GHS pictograms and the orange labels will disappear – for preparations (mixtures of chemicals) the labelling could be either the new or old ones until 2015.

Appendix 1 gives a list of all the classifications of chemicals with a brief description of each classification alongside pictograms of both the orange labelling system and the new GHS pictogram which will replace it.

Definitions of risk and safety phrases can be found on the HSE web site. www.hse.gov.uk/chip/phrases.htm
### APPENDIX 1

### CHEMICAL CLASSIFICATION AND GHS PICTOGRAMS

<table>
<thead>
<tr>
<th>Toxic</th>
<th>NEW GHS LABELS</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Substances that can cause death or serious illness if even a small amount enters the body (by ingestion, inhalation or skin contact). Some have cumulative effects.</td>
<td></td>
</tr>
<tr>
<td>• Example - Acrylamide - R23/24/25 - toxic by inhalation, in contact with skin and if swallowed, R33, S27, S44</td>
<td></td>
</tr>
<tr>
<td>• Example - Mercury - R23, R33, S7, S44</td>
<td></td>
</tr>
<tr>
<td>General Rules:</td>
<td></td>
</tr>
<tr>
<td>• Avoid use if possible</td>
<td></td>
</tr>
<tr>
<td>• Store in airtight containers, or under water or liquid paraffin</td>
<td></td>
</tr>
<tr>
<td>• Handle over a suitable tray, use catchpots under apparatus containing mercury.</td>
<td></td>
</tr>
<tr>
<td>• Avoid wearing rings</td>
<td></td>
</tr>
<tr>
<td>• Wear gloves, Wash gloves and hands after use.</td>
<td></td>
</tr>
<tr>
<td>• Decontaminate all equipment before service or maintenance</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Harmful</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Substances that can cause minor illness by ingestion, inhalation or skin contact.</td>
<td></td>
</tr>
<tr>
<td>• Example - Barium carbonate - R22, R36/37/38 - irritating to eyes, respiratory system and skin, S22, S26, S36</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LD&lt;sub&gt;50&lt;/sub&gt; in Rats - mg per kg dose</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral</td>
<td>Inhalation</td>
</tr>
<tr>
<td>Very Toxic</td>
<td>less than 25</td>
</tr>
<tr>
<td>Toxic</td>
<td>less than 0.5</td>
</tr>
<tr>
<td>Harmful</td>
<td>25 - 200</td>
</tr>
<tr>
<td></td>
<td>0.5 -2</td>
</tr>
<tr>
<td></td>
<td>200 – 2000</td>
</tr>
<tr>
<td></td>
<td>2 - 20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Irritant</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Solid, liquid or vapour of substances which can cause inflammation of the skin or mucous membrane or irritation of the respiratory tract.</td>
<td></td>
</tr>
<tr>
<td>• Example - Ammonium acetate - R36/37/38 - irritating to eyes, respiratory system and skin, S22, S26, S36</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Corrosive</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Substances that can destroy living tissue. Most cause damage very rapidly and some react violently with water or certain metals.</td>
<td></td>
</tr>
<tr>
<td>• Example - Sodium hydroxide - R35, S2, S26, S37/39 - wear suitable gloves and eye/face protection</td>
<td></td>
</tr>
</tbody>
</table>
**Explosive**
- Substances that can be caused to explode by heat, flame or other sources of ignition, also if very sensitive by shock or friction. Often more dangerous when dry. Some form very sensitive explosive salts by contacts with metals.

General Rules:
- Minimise stocks, segregate from other chemicals
- Where appropriate, keep samples dilute or damp, add stabilizers
- Eye protection must be worn.
- Work involving <5g must be carried out behind well-anchored polycarbonate screens.
- Skin contact, inhalation and ingestion must be avoided.
- Splashes to skin or eyes washed away with copious water. Medical advice must be sought.
- Sources of ignition must be avoided.
- To minimise risk from static electricity, cotton lab coats, rather than synthetic fibre, should be worn.

**Oxidising**
- Substances that produce much heat in contact with other substances, particularly with inflammable substances.
  - Example - Ammonium perchlorate - R9, R44, S14, S26, S27, S36/37 - wear suitable protective clothing and gloves
  - Segregate flammable chemicals from oxidising agents.

**Highly flammable**
- (a) Substances that can ignite spontaneously in air
- (b) Substances that react with water or damp air to produce dangerous quantities of flammable gas
  - Example - Acetone (highly flammable) - R11, S9, S16, S23, S33

General Rules:
- Substitute with less volatile /flammable material whenever possible.
- Minimise quantities in use and in store.
- Store in closed, fire-proof cabinets fitted with spillage trays.
- Separate flammable chemicals from oxidising agents.

<table>
<thead>
<tr>
<th></th>
<th>Notes</th>
<th>Flash Point</th>
<th>Boiling Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extremely</td>
<td>Liquids only</td>
<td>Less than 0°C</td>
<td>Less than 35°C</td>
</tr>
<tr>
<td>Flammable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highly</td>
<td>Solids</td>
<td>Less than 21°C</td>
<td>Less than 35°C</td>
</tr>
<tr>
<td>Flammable</td>
<td>No symbol required</td>
<td>Greater than 21°C</td>
<td>Less than 55°C</td>
</tr>
</tbody>
</table>
### Carcinogens

General rules:
- Handle in a fume cupboard in a tray or on Benchcote.
- Wear gloves and wash thoroughly before removing them.
- Avoid the use of chemicals in powdered format.
- Avoid the use of sharps.
- Pregnant workers, in particular, must avoid contact with all potentially mutagenic substances.

### Harmful to the Environment

- Example - Chloroform – R20, R22, R38, R40, R48, S36, S37
APPENDIX 6

LOCAL RULES FOR THE USE OF SEALED RADIOACTIVE SOURCES

1. Introduction

These rules are necessary to comply with the Ionising Radiations Regulations 1999 (IRR99). Procedures to ensure compliance with the, the Environmental Permitting Regulations 2010 and associated Amendment Regulations 2011 are also included.

2. RPS and RPA

RPS: Chief Science Technician, IOE  
RPA: UCLH Radiation Protection Service

3. Duties and Responsibilities

The governing body is ultimately responsible for radiation safety and ensuring that the Regulations are complied with. The RPS is responsible for supervising staff to ensure that the Local Rules are adhered to.

Every employee, and other persons to whom the legislation applies, has an obligation to ensure their own safety as well as the safety of others who may be directly or indirectly affected by their actions. More specifically:

- to abide by these Local Rules.
- not to work with radioactive substances unless it is part of his/her duty.
- not to expose herself/himself or any other person to radiation to an extent greater than is reasonably necessary for the purposes of her/his work and to exercise reasonable care whilst carrying out such work.
- to supervise students such that they are not exposed to radiation to an extent that is greater than necessary
- to make full and proper use of any protective equipment provided and to report any defect in the equipment to the Radiation Protection Supervisor.
- the approval and advice of the RPA must be sought before off-site transport of radioactive sources occurs.

It is essential that all staff responsible for handling radioactive sources read, and perform their work in accordance with these rules. The RPS’s main role is to supervise all users of radiation and radioactive sources such that these local rules are adhered to and all radiation doses are as low as reasonably practical.

4. Designation of Areas

There are no Controlled or Supervised Areas designated in the department. Areas used for preparing and storing radioactive sources or working with radioactive material are designated radiation areas and labeled with a radiation trefoil sign.

5. General Procedures

- All work with ionising radiation is to be carried out only in a class laboratory, prep room or in an area deemed suitable by the RPS or RPA.
• All teaching staff who use ionising radiations must be qualified science teachers or technicians who have had adequate training in radiological protection and laboratory work with radioactive materials.
• Students (undergraduate and post graduate) may handle radioactive sources.


1. Register any movements of the sealed radioactive sources in the source log book when removed from store.
2. Keep sources in their boxes until they are required as these provide adequate shielding.
3. Only use one source at a time unless the demonstration specifically requires otherwise.
4. Handle sources with a tool, which keeps the fingers at least 10cm from the active region. A greater distance will reduce the dose further (20cm gives ¼ the dose-rate to that at 10cm)
5. All sources must be checked as being undamaged and returned to their boxes by the supervisory teacher/technician at the end of the class.
6. Any event in which a source is dropped or may have been damaged must be reported immediately to the teacher/technician and then to the RPS. A visual inspection of the source with a magnifying glass should be performed. Most sealed sources can withstand being dropped without incurring critical damage. Further advice can then be obtained by the RPA.
7. The sources must be returned to the secure store at the end of the practical session. The source should be signed back in the log book when returned to the store.
8. In the event that a source cannot be located, no-one is to leave the room until the teacher/technician has carried out a thorough search and the teacher/technician agrees students can leave. If the loss is confirmed after a search of all likely areas, then the RPS should report it to the RPA and senior school management as soon as possible. Make sure that nothing is removed from the room (including any rubbish bins). Note that this is likely to be an externally notifiable event and becomes more serious if the formal notification is delayed.

7. System of work for users of open sources

These procedures are designed keep the risk of personal contamination to a very low level.

1. Always wear a laboratory coat and disposable plastic gloves. Do not undertake this work unless any cuts, abrasions or wounds are covered with waterproof dressings.
2. The Geiger monitor should be readily available to check for personnel and environmental contamination. (used as a go / no go instrument)
3. Any potential contamination of staff or students must be reported to the RPS and, if the RPS deems it necessary, further reported to the RPA.
4. If open (unsealed) radioactive sources are used bench tops and sinks should be checked periodically for contamination by wiping with a filter paper and checking for activity using the Geiger Counter. Any suspected contamination should be reported. The RPA can advise on the significance of any levels detected.
5. The times of issue and return of the active material should be recorded in the log book together, for any consumable radioactive material (eg uranium compounds), with an estimate of the amount used in a particular investigation.
8. Notes on Legislation

- The Health and Safety at Work etc. Act 1974. Umbrella legislation under which all safety aspects of work are organised, including radiation safety.
- The Ionising Radiations Regulations 1999 (IRR99). Governs the use of Ionising Radiation in any establishment from the dentist up to a nuclear power station.
- The Environmental Permitting Regulations 2010
- The Environmental Permitting (England and Wales) (Amendment) Regulations 2011 - Exemption granted for particular uses of sources and allows for holding and disposal of radioactive substances within defined limits.
- The Carriage of Dangerous Goods and Transportable Pressure Equipment Regulations 2011. Regulations governing the transport on public highways of all radioactive substances, including waste.

9. Responsible Persons

Only Responsible Persons trained in the use of radioactive sealed and unsealed sources and who have read and understood these Local Rules can handle radioisotopes.
APPENDIX 7

ESSENTIALS OF GOOD HOUSEKEEPING

1. Rubbish must not be allowed to accumulate and should be placed in recognised containers for removal overnight; other items for disposal should be clearly marked; the Support Services team (email domesticservices@ioe.ac.uk) should be contacted to arrange for any large items to be removed.

2. A warning label should be immediately attached to any item of furniture etc. which is faulty and the standard procedure followed to ensure that the item is either repaired or disposed of.

3. Furniture and equipment should be so arranged that cables and electrical leads do not cross gangways; containers, fan heaters and other floor-based appliances should be so placed that there is no risk of tripping.

4. Items should be safely placed on shelving and other surfaces so that there is no danger of them falling.

5. The storing of items on fire escape routes is prohibited.
APPENDIX 8

ASSESSMENT FOR MANUAL HANDLING

1 The Manual Handling Operations Regulations 1992 require that all operations involving manual handling (which includes lifting, pushing, pulling, carrying and moving loads) must be assessed for risks to the staff involved and these risks must be avoided or minimised.

2 Manual handling means any transporting or supporting of a load by one or more workers and includes:
   - lifting up
   - putting down
   - pushing
   - pulling
   - carrying

3 All such tasks must be assessed to determine the level of risk and what steps should be taken to eliminate or adequately reduce the possibility of accident or injury.

4 This assessment must always be carried out by a senior member of the group or department but the depth, detail and need for recording the assessment in writing will depend on the hazards involved; the assessor must therefore be competent in this role.

5 In many cases where the senior person knows that the person/s involved have received adequate training in Manual Handling, then work can proceed without any further assessment.

6 However if any of the following criteria exist, an assessment at a greater depth is required:
   - the person/s involved are not adequately fit;
   - the work will include twisting the body;
   - there is a risk that the load will fall onto a person;
   - the environment is poor e.g. hot, wet or slippery; the route is poor e.g. involving stairs or slopes, badly lit or congested;
   - the distance for carrying is excessive e.g. >10m;
   - the load is unstable, difficult to grasp or bulky;
   - timescale for completion is inadequate.

7 The assessment will consider all possible alternatives, e.g. using mechanical aids, breaking the load down into smaller quantities, increasing the number of people involved, using a different route, etc.

8 If there is still an element of risk, the assessment must be recorded in writing; if the risk is excessive the work must not proceed.

Loads weighing less than 10Kg

- Whenever possible loads should be handled using mechanical aids.
- When manual handling is necessary the technique below must be employed.
- Where manual handling occurs on a regular basis, training in the correct techniques must be obtained via the Health & Safety Officer.
Loads weighing more than 10Kg

- An assessment, looking at all aspects of the operation, must be carried out by applying the relevant factors below (based on guidelines given in the guidance on the regulations) to the basic weight of the load to be handled.
  - load over 50cm wide x1.5
  - load lifted from floor x1.5
  - load lifted at arms length x1.8
  - load lifted above head x2.0
  - load carried more than 10m x1.5
  - load lifted while seated x2.0
  - load loosely packed x1.5
  - weight of load uneven x1.5
  - movement involves twisting x1.2
  - movement repeated 30x per hour x1.5
  - uneven or slippery floor x1.3
  - changes in floor level x1.5
  - limited space for handling x1.8
  - individual involved is female x1.3

- The basic weight is then multiplied by the factor(s) to obtain the effective load weight.
- If the effective load weight is less than 20Kg, then the load can be handled as for an actual weight of less than 10Kg.
- If the effective load weight is greater than 20Kg, then the load MUST NOT be handled by a single person. Mechanical lifting devices (e.g. supplies trolley or fork-lift) and/or assistance must be used to handle the load, unless it can be separated into smaller loads, which must be re-assessed.

Example 1:
Load weight 10Kg, to be lifted and moved through 90°,
Factor = x1.2, effective weight = 12Kg,
Load can be handled by one person.

Example 2:
Load weight 10Kg, to be lifted from the floor and carried 15m,
Factors = x1.5 & x1.5, effective weight = 22.5Kg,
Load cannot be handled without assistance.

- As a guide, a standard box of 5 reams of A4 photocopying paper weighs approximately 13Kg.
- N.B. The above relate to all handling operations, not just lifting.

Handling technique

- Assess the weight and distribution of the load,
- Start with load between feet, as far as possible,
- Bend knees, keeping your back straight, tuck chin in & bend over the load slightly,
- Get a firm secure grip on the load using your palms, not just fingers,
- Lift smoothly, using your knees, holding the load against your body.
- DO NOT attempt to change direction or turn while lifting.
- To lower the load, reverse the procedure.
APPENDIX 9

PERSONAL PROTECTION

1 To comply with the Personal Protective Equipment at Work Regulations 1992, the Control of Substances Hazardous to Health Regulations 2002 and the general provisions of the Health and Safety at Work Act, it may be necessary to provide Personal Protective Equipment (PPE) to staff, students or visitors.

2 PPE must be provided where there is still residual risk after all other appropriate steps have been taken to make the operation safe or where there is a perceived risk of serious injury should an accident occur which would not be contained by existing control measures.

3 Before PPE is provided a senior person in the department must ensure that:
   • It will be appropriate to control the risk and suitable for the conditions at the place of work;
   • It is of a suitable size for the person who is to wear it and be able to fit correctly after any necessary adjustments;
   • It is hygienic and otherwise free of risk to health and ensure that it is only used by the individual to whom it is provided;
   • It complies with the relevant standards by being purchased from a reputable supplier after discussion with a representative of that firm.
   • All users understand why PPE is to be used, how to wear it, maintain it, test it and store it.

4 When PPE has been provided the user will:
   • ensure it is maintained (i.e. serviced, cleaned or replaced if appropriate) so that it is in an efficient working order;
   • keep it in a clean and safe place so that it is not inadvertently damaged;
   • use it correctly and report immediately any loss or defect;
   • ensure that it is kept for their own personal use and not shared with others.

5 Eye protection must be worn whenever there is a hazard of injuring or contaminating the eyes. In particular, eye protection should be worn whenever handling corrosive or caustic chemicals, irritant chemicals, ultraviolet light, or systems under pressure. In some instances full-face protection will be appropriate. The eye protection used must be appropriate for the hazard, comfortable to use and issued individually to staff & students. It is the responsibility of the user to ensure that their eye protection is adequately maintained and replaced if damaged. Ordinary spectacles do not provide the same protection as safety glasses and must not be worn for this purpose. Either special safety glasses or additional over-glasses must be used.

6 Laboratory Coats will be worn at all times by those working in any laboratory. When not in use, laboratory coats should be kept separate from personal clothing such as outdoor coats. Laboratory coats should not be worn outside the laboratory area.

7 Long Hair should be tied back whenever work is being carried out in a laboratory or if there is a risk of it becoming entangled in machinery.

8 Footwear should be appropriate for the work being undertaken. Open-toed shoes should not be worn when moving heavy items.
APPENDIX 10

INSTITUTE OF EDUCATION
POLICY FOR THE USE OF
DISPLAY SCREEN EQUIPMENT

This policy sets out the Institute’s responsibilities and procedures for ensuring the safe use of display screen equipment in accordance with current legislation.

Approved by Safety and Security Committee: December 2008
Reviewed November 2011
Approved by Safety and Security Committee: 2011 and reviewed as part of overall Safety Policy review annually.

CONSULTATION

Safety and Security Committee
Human Resources Department
Equalities Manager
Introduction

The Institute recognises its responsibilities towards users of display screen equipment under the Health and Safety (Display Screen Equipment) Regulation 1992 (as amended 2002) and aims to fulfil these obligations by application of this policy.

The Health and Safety Commission states that there is no scientific evidence that use of a computer, or other Display Screen Equipment (DSE / Visual Display Unit [VDU]), if used sensibly, will be injurious to health. Nor is there any evidence that computing equipment emits harmful radiation. The use of DSE may, however, exacerbate any pre-existing medical conditions and can lead to muscular and other physical problems (see section below on Health Risks). By following the guidance laid out in this policy problems may be eliminated or reduced resulting in a better working environment for all staff working with display screen equipment.

Definitions

Display Screen Equipment
This includes any alphanumeric or graphic display screen, plasma screens, closed-circuit television and non-electronic display systems, e.g., microfiche.

DSE User
The regulations define a user as someone who habitually uses display screen equipment as a significant part of their normal work. In general, a person should be classified as a user if all or most of the following criteria apply:

- The work often requires the continuous use of DSE for periods over one hour.
- The display screen is in use, more or less, daily as a significant part of normal work.
- The worker has no discretion as to the use or non-use of the DSE
- High levels of attention/concentration are required.
- The worker is highly dependant on DSE to carry out their role.

Workstation
This includes the DSE and any optional accessories to the DSE plus items such as telephone, desk, chair, work surface, document holder. It includes the immediate work environment around the DSE.

Application

This policy applies to all Institute employees classified as a display screen equipment user, including those based at home and at another employer's workstation, and all temporary workers.

Health Risks

The health risks associated with DSE work are:

- Musculoskeletal disorders (MSD) which includes postural problems such as low back pain, neck ache.
- Work related upper limb disorders (WRULD) which includes pains in the arms, elbows, wrists, hands and fingers. These are sometimes known as repetitive strain injuries or RSI.
- Visual problems which includes eyestrain and temporary eye fatigue. (This does not include eye damage, there is no medical evidence that DSE use damages eyes). This in turn may lead to sore and/or dry eyes and headaches.
**Eye and Eyesight tests**

Where a member of staff is classified as a user then they are entitled to an appropriate eye and eyesight test paid for by the IoE. Where a test indicates that corrective glasses are required specifically for working with DSE a standard spectacle voucher will be issued.

The IoE operates the Eyecare Voucher scheme allowing you to choose the most convenient optician. If you are unsure whether your local optician is affiliated to the Eyecare Voucher network please visit [www.eyecarevouchers.co.uk](http://www.eyecarevouchers.co.uk) for further information.

Eyecare Vouchers can only be obtained from Human Resources, so please ensure that an eye examination voucher is obtained before visiting the optician. The eye examination voucher will cover the full cost of a complete eye and eyesight examination. On completion of the examination the optician will complete a Visual Display Unit (VDU) Certificate of Recommendation detailing whether spectacles are needed specifically for VDU work. If spectacles are required Human Resources will issue a standard spectacle voucher to either cover the full cost of a basic frame and the prescribed lenses or, to be used as a contribution towards the frames and lenses of choice. The optician should also recommend how frequent eye examinations should be carried out.

Please contact Human Resources on extensions 6354/6356/6472/6715 for further information and details on how to obtain an Eyecare Voucher.

**Work Routine of Users**

Daily work on DSE must be planned so that it is periodically interrupted by breaks or changes of activity through a mixture of screen based and non-screen based activities. Natural breaks such as answering the telephone or picking things up from the printer are sufficient to minimise the above health effects.

Research has shown that short, frequent breaks are more beneficial than one long break, e.g., a 5 to 10 minute break after 50 to 60 minutes of continuous DSE use is likely to be more beneficial than a 15 to 20 minute break after 2 hours of use.

Where the intensity of the DSE work does not allow natural breaks line managers should design the task with their staff to allow a 10 minute break at least once every hour which involves a non-DSE work-based activity.

**Laptops**

Laptop computers are subject to the DSE Regulations if their use is for prolonged periods of time. Laptops by their design are not very ergonomic making it difficult to achieve a comfortable working position.

Any laptop being used for a significant amount of a person’s time at work should be set up using a docking station with a separate keyboard and mouse. Docking stations avoid many of the ergonomic disadvantages of laptops.

Where it is not possible to use a docking station due to location longer and more frequent breaks or changes of activity are necessary to compensate for the poor working environments.
The use of laptops involves a risk from manual handling. This risk can be reduced by:

- Not carrying unnecessary papers and equipment
- Using a lightweight backpack or a wheeled bag to carry the laptop
- Selecting a laptop with as low weight as possible (3kg or less) and keeping accessories few and light weight.

Selection of a carrying case that does not have a computer manufacturer’s branding on it can help to reduce the likelihood of theft.

**Training**

All new staff will undergo a formal training session on DSE awareness as part of their induction.

**Further Help and Advice**

Where a member of staff is experiencing discomfort or pain in using their workstation, the following procedure should be followed:

- Initial referral to the Health and Safety Officer requires completion by the staff member of the DSE self-assessment form (URL to be added). This can be submitted either via e-mail or internal mail.

- The Health and Safety Officer will then arrange for someone to visit the staff member and carry out a workstation assessment and make any necessary recommendations and adjustments to the workstation.

- The member of staff is responsible for complying with any recommendations suggested.

- If, after a follow-up by the Health and Safety Officer there has been no improvement/resolution then the staff member should be referred to IOE’s Occupational Physiotherapy consultants for a formal assessment.

- The Occupational Physiotherapy consultants will report back to the staff member and the Health and Safety Officer with confirmation of:
  a) any diagnosis
  b) any recommendation for treatment/other action (including a recommendation that ergonomic equipment may be required), an assessment for which should be arranged

- Where applicable funding will generally be from the following:
  - Estates in combination with the Equalities Manager - Specialist furniture such as desks and chairs
  - Equalities Manager – alternative mice and keyboards
  - Faculty or Support Department – wrist rest, mouse mats, documents holders
  - Health and Safety – footrests and screen filters.

- Where the Disability Discrimination Act (1995) applies staff may be entitled to funding through Access to Work (please see Equalities Manager for further details, http://www.ioe.ac.uk/Equality)
An information leaflet containing guidelines on how to set up a workstation is available on the intranet (http://intranet.ioead/ioe/cms/get.asp?cid=16906&16906_0=17407) and can be seen in appendix 2.

Further information can also be found on the Health and Safety Executive’s web site (www.hse.gov.uk) in the free leaflets section:
- Aching arm (or RSI) in small businesses – HSE leaflet INDG171
- Working with VDUs – HSE leaflet INDG36
APPENDIX 11

ACTION IN AN EMERGENCY

Please follow this link to the IOE Action in an Emergency information: http://www.ioe.ac.uk/about/policiesProcedures/788.html
APPENDIX 12

ESTATES AND FACILITIES POLICY

Asbestos
Contractors and Visitors
Electrical Safety
Work Equipment
Working at Height
Personal Protection
Fire Risk Assessments
Water Risk Assessments – Legionnaire’s Policy

These can all be found on the Estates and Facilities web page – URL To Be Added
APPENDIX 13

TEMPERATURE AT WORK

The regulatory requirements for workplace temperatures are set by the Workplace (Health, Safety and Welfare) Regulations 1992 which replaced the requirements under the Factories Act 1961 and the Offices, Shops and Railways Premises Act 1963. It states that:

‘During working hours, the temperature in all workplaces inside buildings shall be reasonable

The associated ACOP (Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992. Approved Code of Practice) goes on to explain:

‘The temperature in workrooms should provide reasonable comfort without the need for special clothing. Where such a temperature is impractical because of hot or cold processes, all reasonable steps should be taken to achieve a temperature which is as close as possible to comfortable. ‘Workroom’ means a room where people normally work for more than short periods.

The temperature in workrooms should normally be at least 16 degrees Celsius unless much of the work involves severe physical effort in which case the temperature should be at least 13 degrees Celsius. These temperatures may not, however, ensure reasonable comfort, depending on other factors such as air movement and relative humidity.’

Where the temperature in a workroom would otherwise be uncomfortably high, for example because of hot processes or the design of the building, all reasonable steps should be taken to achieve a reasonably comfortable temperature, for example by:

- insulating hot plants or pipes;
- providing air-cooling plant;
- shading windows;
- siting workstations away from places subject to radiant heat.

Where a reasonably comfortable temperature cannot be achieved throughout a workroom, local cooling should be provided. In extremely hot weather fans and increased ventilation may be used instead of local cooling.

Where, despite the provision of local cooling, workers are exposed to temperatures which do not give reasonable comfort, suitable protective clothing and rest facilities should be provided. Typical examples of suitable protective clothing would be ice vests, or air/water fed suits. The effectiveness of these PPE systems may be limited if used for extended periods of time with inadequate rest breaks. Where practical there should be systems of work (for example, task rotation) to ensure that the length of time for which individual workers are exposed to uncomfortable temperatures is limited.