



# FBA Arrangements for Safe Working

Signed: [JMR Bill](#)-----

Dated: [10<sup>th</sup> Sept 21](#)-----

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Version	Date	Comments
1	30/01/2017	First draft, circulated to the FBA Senior Team for review
2	02/02/2017	Slight amendments made, document officially signed off by PH & FBA ST
3	22/02/2017	Minor amendments to divisional H&S personnel
4	06/11/2017	Annual Update, including the addition of the UCL 2017-18 Objectives
5	01/08/2019	Annual Update, including the addition of the UCL 2018-19 Objectives
6	20/07/2021	Annual Update, including the addition of the UCL 2019-21 Objectives

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## 1. General information

### UCL's Health and Safety Policy and Arrangements for Safety

- [UCL's Health and Safety Policy](#)
- [UCL's Health and Safety Objectives 2019-21](#); also see **Appendix 1**

### FBA Safety Committee

The committee is chaired by the Departmental Safety Officer ([DSO](#)) and consists of representatives from teams across the division. It meets on a termly basis and reports to the Chief Financial Officer of FBA and the FBA senior team. See **Appendix 2** for DSO contact details.

- [Terms of reference](#)

### FBA Arrangements for Safety – distribution and display

A copy of these Arrangements and other safety information is on the [FBA staff intranet](#) and can be accessed by all FBA staff.

These Arrangements will be reviewed and updated annually, this will be a standing item on the first FBA Safety Committee agenda of every year.

### Supervision

The [FBA Senior Team Directors](#) have responsibility for risk assessments and the implementation of Safety arrangements within their areas for staff under their control. The departments within FBA are as follows:

Based at Bidborough House

- Central team (including the Admin team)
- Financial Accounting
- Financial Analysis & Reporting
- Professional Services Finance team (including Estates Finance team)

Based in other locations (1<sup>st</sup> floor Maple House, 1<sup>st</sup> floor South Wing, 5<sup>th</sup> floor IOE)

- Schools Finance

### RiskNET

RiskNET is UCL's online tool for managing safety. To access riskNET, go to the [Safety Services website](#) and click the box entitled 'RiskNET Tools', and then click the 'riskNET tools log-in' link to log in.

### Record Keeping

Records of risk assessment, DSE assessments, electrical equipment audit, safety training and general safety inspections will be kept by the DSO on the FBA Admin shared drive or in the hard copy divisional Safety file. Reports are downloaded from riskNET and presented to the FBA Safety Committee at their quarterly meetings.

### Responsible Persons Register

FBA's safety personnel are listed on the FBA Responsible Persons Register (RPR), which is accessed via riskNET. The appropriate Register Co-ordinator will maintain the Register whenever there is a

change in safety personnel or someone has completed additional training (apart from First Aid training, which is added to the RPR by Safety Services).

### Training

Line Managers should consider safety related training for staff where appropriate, such as manual handling, display screen equipment safety etc. These courses can be accessed through the [UCL Safety Services website](#).

### Induction Training

All staff joining FBA will be issued with an Induction Pack, which contains a link to the FBA Safety Arrangements.

It is mandatory for all new staff to complete the online safety induction training, and attend a Safety Briefing, given by the [Divisional Administrator](#) or nominated safety person.

## 2. Accidents / Incidents Reporting

Staff should report all dangerous incidents and accidents to their manager, and an accident / incident report form **MUST** be completed on-line via riskNet (this can be completed by anybody involved) and the Divisional Safety Officer (DSO) will then be notified (see **Appendix 2** for DSO details). Once notified the DSO will review within 10 working days, and investigate and process as appropriate to ensure the level of risk is determined and that the department can benefit from lessons learned and any trends identified.

Staff should report all near miss and hazard observations via the reporting tool on riskNet (please note that this is a different tool to the 'Report New Incident' tool).

Safety issues may at any time be raised at the regular staff meetings, or directly to the DSO, or in their absence, the CFO.

## 3. First Aid

In the event of an accident requiring medical assistance, contact an FBA First Aider or appointed person. All accidents or incidents need to be reported (see Section 2).

A list of the FBA First Aiders is at **Appendix 2**, and on the FBA Responsible Persons Register on UCL's riskNET.

The location of the first aid boxes (indicated by posters) are:

- Bidborough House, 1<sup>st</sup> floor: tea point

For first aid box locations in other buildings (1<sup>st</sup> floor Maple, 1<sup>st</sup> floor South Wing and IOE) please contact the local DSO.

More detailed information about First Aid can be found on the [UCL First Aid webpage](#).

## 4. Fire

If you discover a fire, call **222 (020 7679 2222)** if you are on the Bloomsbury campus and quote the building number (this can be found on the Fire action notice) and they will call the emergency services.

A list of the Fire Evacuation Marshals (FEMs) is at **Appendix 2**, or on the FBA Responsible Persons Register on UCL's riskNET.

In the event of a building evacuation the primary assembly points are:

- Bidborough House: (east) the opposite side of Bidborough Street across from John Dodgson House, (west) opposite Cartwright Gardens.
- Maple House: Grafton Way
- South Wing: North side of the front quad
- IOE: Woburn Square

More detailed information about Fire Safety Advice can be found on the UCL [Fire Safety webpage](#).

## 5. Display Screen Equipment

All staff have responsibilities relating to Display Screen Equipment (DSE) in the workplace.

Staff should be aware of the hazards related to the use of display screen equipment and should have a validated self-assessment. This should be actioned online and all queries relating to this should be forwarded to the relevant DSE assessor. DSE Assessments should be completed by all new starters; the Assessment is valid for 3 years, after which time a new one should be completed. If there are significant changes to equipment, furniture, location, environment or nature of work, or the user becomes pregnant, or the user is diagnosed with a permanent or temporary disability, or the user experiences pain, a new Assessment should be completed (even if the 3 years has not lapsed).

If you experience any DSE related symptoms (or if your circumstances change) please contact one of the FBA DSE Assessors who will ask you to fill in an online assessment, they will send you details on how to access this. A list of the DSE Assessors is at **Appendix 2**, or on the FBA Responsible Persons Register on UCL's riskNET.

More detailed information about DSE can be found on the UCL [Display Screen Equipment webpage](#).

## 6. Risk Assessment, Audits and Inspections

Work activities and work areas are subject to risk assessment. The offices FBA staff occupy are required to be assessed annually, the FBA Safety Committee will monitor progress and ensure compliance. A standing item will be on the last meeting of the year; the expectation is that the assessments will be completed over the summer. The assessments should be carried out by staff carrying out the activity / working in the area, and signed off by the senior manager. Forms are available from DSO or the Safety Services website.

General safety inspections and electrical equipment visual inspections will be carried out by the DSO, and the relevant office supervisors. The department will be subject to audits by Safety Services on behalf of the Health and Safety Committee.

Staff should ensure that work places are clear of obstructions. All surplus furniture should be reported to the relevant Divisional Administrator, who will arrange for removal.

### **Pregnant Workers**

Managers must assess the risks to the health and safety of females of child-bearing age, pregnant women, new mothers and women who are breastfeeding.

When a staff member becomes pregnant a risk assessment must be carried out, the line manager should arrange this in conjunction with the staff member and sign off as appropriate. See the [UCL guidance for new and expectant mothers](#) for further information.

## 7. Office Safety

### Building Works, Building Refurbishment etc.

Work conducted through the Estates Division should be in liaison with the [Divisional Manager](#) (DM), and all related queries from FBA staff should be referred to the DM. All FBA staff must comply with the relevant safety instructions/procedures.

### Chemical Agents

FBA does not use any substances other than those of a domestic or office nature and all staff are required to observe any precautionary advice given by the manufacture. Purchases of hazardous substances should be authorised by Heads of Departments (as detailed above) or the Divisional Manager and those using them should be made aware of the hazards of the substance and the controls which they must exercise.

### Cleaning

Cleaning within FBA offices is carried out by or through UCL's Cleaning & Waste Services. All staff must comply with cleaning related instructions. In the event of any problems these should be reported to the appropriate Divisional Administrator or if urgent call **30000** and report this to the Estates Services Centre.

### Electrical Equipment

In order to minimise risks in the office, please take note of the following guidance regarding electrical equipment found on the UCL Safety Services website.

A list of electrical equipment is held by the DSO. All new electrical equipment brought into the Division must be reported to the DSO for inclusion on the equipment list. Electrical equipment should have a BS or CE symbol indicating standard safety compliance.

Staff should comply with the manufacturer's instructions for safe use of all equipment and should switch off and isolate equipment after use. All equipment failures should be reported to the relevant Divisional Administrator and taken out of use until mended by a competent person. Faulty IT equipment should be reported to FBA's IT Support Officer.

### Emergency Maintenance or Service Issues

If there is either a mains supply failure, gas leak, or serious flood, Estates should be informed immediately on extension **30000**. Staff can make the call themselves, or inform the relevant Divisional Administrator who will report the incident.

If there are any emergency requests out of hours please contact the Communications room on extension **33333**.

### Manual Handling

Supervisors should ensure that all staff who may be involved in manual handling receive training for such work. Please refer to the manual handling guidance or, for more detailed information, please carry out the manual handling training. A risk assessment must be carried out before any manual handling task is undertaken.

Porters should be booked to move heavy or very bulky equipment, please ask the relevant Divisional Administrator to organise this.

### Office Equipment

Guidance on how to use equipment in FBA offices is on the [FBA staff intranet](#) in the Printer/Photocopier/ Shredder section:

- When using miscellaneous office equipment e.g. guillotine, shredder etc. please ensure that you read the instructions before using, or seek advice from the FBA DSO if you are unsure as to how to operate the item.
- When changing toner it is advised that you use protective gloves; the DSO can provide these.

### Waste Management

All redundant furniture should be reported to the Divisional Administrator, who will arrange for its removal. Kitchen waste should be disposed of in the bins provided. Any broken glass or other sharp objects should be wrapped in paper and labelled for the cleaner's attention. All recyclable waste should go into the recycle bins where provided.

All redundant equipment will be disposed of by the [IT Support Officer](#). UCL does not permit staff to take possession of redundant equipment.

## 8. Policies

### Disabilities

FBA will, in conjunction with disabled staff, discuss in confidence their needs and any provision, aids and adaptations and reasonable adjustments required before they commence employment within the FBA, or should they become disabled in the course of their employment at UCL. It will also facilitate the take up of initiatives e.g. the Access to Work Scheme.

Assessment of individual needs and identification of facilities and services to meet those needs will be conducted by the Line Manager in conjunction with the DSO and reviewed at regular intervals. The aim is to identify barriers, physical, organisational or attitudinal; to improve physical access and support; to deal effectively with applications; develop good practice and awareness of disability issues throughout the Division and monitor the provision of support. 'Disability' includes physical, sensory impairments, mental illness, specific learning difficulties, including dyslexia, hearing loss, severe disfigurement and progressive conditions. It also encompasses staff with hidden disabilities for example, epilepsy, diabetes, asthma, ME.

### Lone Working Guidelines

Please follow [UCL's Lone Working guidelines](#) if you are in the office working by yourself out of hours e.g. working in the building before 8am and after 7pm, or any time during weekends and holidays.

Staff should familiarise themselves with the following information:

- The emergency number for the Bloomsbury Campus is **222 (0207 679 2222)**.
- The non-emergency internal numbers for the Bloomsbury Campus Security are **32108 / 32152**.
- The location of building fire notices so that they know how to raise the alarm on discovering a fire.
- The location of building evacuation notices so that they are aware of where the emergency exits are.
- The location of local evacuation assembly points, these can be found in the FBA Major Incident Plan.
- The location of local first aid notices so that they can locate first aid boxes

Staff working during the weekends or holidays must inform their line manager, as well as informing building Security staff, in advance, for reasons of personal safety and in case of fire.

Staff should take all responsible precautions for their personal safety inside the building i.e. where possible, keeping the office door locked if working alone.

Staff should consider personal security and transport arrangements when leaving the workplace late at night.

### RCP

FBA has a Response and Contingency Plan (RCP), which can be found on the [FBA Response and Contingency Plan intranet webpage](#). All staff should familiarise themselves with the plan and ensure that their up-to-date contact details have been passed to their line manager.

Managers have a duty to ensure that their staff are aware of their plan, and their responsibilities should an incident occur.

### Violence

In the event of violence or the threat of violence please contact either Security on extension **32108** or the emergency number **222**. Do not attempt to deal with any violent encounters yourself.

If at any time you perceive there may be a risk of violence alert others and do not enter the situation on your own.

### Visitors/Members of the Public

It is the responsibility of staff to ensure that all visitors to their office (both internal and external) observe the UCL safety code whilst they are on UCL premises and comply with FBA's safety procedures.



## Appendix 1 – UCL Health & Safety Objectives 2019-21

### **Objective 1: T100 Programme**

- All high hazard departments to have achieved Level 1 by the end of September 2021
- All low hazard departments to have achieved Target 100 Lite by the end of May 2021

### **Objective 2: Responsible Risk Management**

- All Principal Investigators/Laboratory Managers/Heads of Departments to have successfully completed the Level 1 questionnaire of the Responsible Risk Management eLearning module by the end of September 2021.

### **Objective 3: Statutory Compliance**

The established Compliance Working Group of the Health and Safety Committee to have:

- Published new standards for the following areas by October 2020:
  - Medical Gases and Alarms
  - In-Service Inspection and Testing of Electrical Equipment
- Published revised standards for the following areas by July 2020:
  - Water systems at risk from Legionella
  - Local Exhaust Ventilation
  - Pressurised systems
  - Lifting equipment
- Published guidance on practical solutions to resolve areas of uncertainty over responsibilities and 'institutional non-compliance' by December 2020
- Full implementation of standards by July 2021

### **Objective 4: Health Hazards**

- All departments to have completed a Departmental Health Hazard Status Checklist by April 2021 to enable Workplace Health to assign the correct hazard status
- All departments to maintain a list of staff exposed to each hazard in their area cross-checked with Workplace Health record management systems by September 2021

### **Objective 5: Return to Work**

To implement specific controls and arrangements relating to the changing nature of certain identified activities as a result of the COVID-19 pandemic.

- All departments to have authorised risk assessments for staff returning to work to include the COVID-19 hazard (ongoing)
- Where a risk assessment requires the use of face masks as PPE, departments must have identified and trained a face fit tester and all staff shall have a face fit test

## Appendix 2 – Contacts

### Key Contacts

The Interim Chief Financial Officer of Finance & Business Affairs is **Joyce Bill**; a list of the Senior Team can be found on the [Directorate page](#) of the FBA website.

#### **Denise Hebborn – Departmental Safety Officer (DSO) and Divisional Manager**

Tel: 58768 (020 3108 8768), E-mail: [d.hebborn@ucl.ac.uk](mailto:d.hebborn@ucl.ac.uk)

#### **Marin Vitan – Divisional Administrator (7<sup>th</sup> floor, Maple House)**

Tel: 56257 (020 3108 6257), E-mail: [m.vitan@ucl.ac.uk](mailto:m.vitan@ucl.ac.uk)

### First Aiders

<b>Emergency First Aiders</b>	
CAROL BLACKBURN	Bidborough House
LINDA TYRRELL	Bidborough House
<b>Mental Health First Aiders</b>	
DENISE HEBBORN	Bidborough House
CAROL BLACKBURN	Bidborough House
JUNE CAMPBELL	Bidborough House

### Fire Evacuation Marshalls

CAROL BLACKBURN (Senior FEM)	Bidborough House
DENISE HEBBORN (Senior FEM)	Bidborough House
NAANZA TADUGGORONNO	Bidborough House
JON BURT	1 <sup>st</sup> floor, Maple House
AARON RICHARDS	1 <sup>st</sup> Floor, South Wing

### DSE Assessors

CAROLE KONE	Bidborough House
ENZO CARRARA	Bidborough House
DENISE HEBBORN	Bidborough House
JENNY GODFREY	Bidborough House
GEOFFREY JERWOOD	Bidborough House & IoE
PAM REEL	Bidborough House & 1 <sup>st</sup> Floor, Maple House

### Wellbeing Champions

DENISE HEBBORN	Bidborough House
CAROL BLACKBURN	Bidborough House