

**FACULTY OF ARTS AND HUMAN SCIENCES
HEALTH AND SAFETY POLICY AND ARRANGEMENTS**

DATED

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Record of amendments:

Date of issue	Amendment	Version No.
11 April 2008	Draft Copy	N/A
01 August 2008	Authorised Copy	Ver. 1

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Dean's Statement of Commitment

Overall responsibility for providing adequate Health and Safety (H&S) arrangements within the Faculty of Arts and Human Sciences (FAHS) is vested in me by the Vice Chancellor of the University of Surrey. I recognise and accept the responsibility to provide and maintain a safe and healthy working environment, conditions, equipment and systems of work for all of the Faculty employees and students and to provide such information, training and supervision as they may need for this purpose.

Members of the Faculty are to take all practicable and reasonable steps to adhere to this Policy Statement and to the Faculty Health and Safety Arrangements Document, which sets out the manner in which this is to be achieved. This statement and the Faculty Health and Safety Arrangements Document reflects the importance that I attach to protecting the health, safety and welfare of all of the Faculty employees, students, visitors and of all other persons who may be affected by their activities whilst on the Faculty premises. My approach to H&S is based on the identification of hazards and the control of risks, and on ensuring that a positive safety culture is encouraged and resourced.

The health, safety and welfare of the Faculty employees is a management responsibility and is therefore subject to the same arrangements as other management issues within the Faculty. Staff with specific health and safety management responsibilities in particular areas of the Faculty are listed in the H&S Arrangements Document. These members of staff are responsible for providing advice and assistance on working conditions which will ensure, so far as is reasonable and practicable, a healthy and safe working environment. This responsibility includes ensuring that University and local safety rules are enforced and that relevant risk assessments (General, DSE, CoSHH, Manual Handling etc.) are completed, reviewed and remain valid in the areas for which they have responsibility. They are authorised to stop immediately any experimental work if they consider it necessary in order to safe-guard the health and safety of staff, students or visitors in that area. If this action is taken, the Faculty Manager and Faculty Health & Safety Officer should be informed as soon as possible.

If any member of the Faculty were to notice a health or safety problem that they cannot correct themselves, they must tell an appropriate person indicated above immediately.

All staff (including visiting members) and students have a legal responsibility to comply with the University and faculty Health and Safety Policies, as well as with supervisors and managers to achieve a healthy, safe and secure workplace and to take reasonable care of themselves and others.

The Health and Safety Arrangements Document will be issued throughout the Faculty. The Faculty Health and Safety Officer will act as the focal point for its effective promulgation, dissemination and compliance throughout the Faculty. This document will be made available to all members of the Faculty, with copies on the Faculty Web Site.

This document will be kept up to date by the Faculty Health and Safety Officer, taking account of the developments and changes to legislation, University Safety Office recommendations and occurrences within the Faculties. To ensure this, the document and the way in which it functions will be reviewed annually.

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INTRODUCTION

This policy and its arrangements is in addition to, and should be read in conjunction with, the University's Health and Safety Policy, which is in accordance with the framework provided by the Health and Safety at Work (H&SAW) Act 1974. This policy aims to set out general and specific guidelines and duties of members of the Faculty of Arts & Human Sciences.

ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY

The overall responsibility for the provision of H&SAW within the Faculty resides with the Dean of Faculty. Under University regulations the Faculty is required to have a Health & Safety Officer to act as the Faculty Deans focus on safety and as the link between the Faculty and the University Health & Safety Office. However, the Faculty is organised on a federal structure with the responsibility for operational issues devolved from the Dean of Faculty to Heads of Departments. This includes the co-ordination of H&SAW within departments and is achieved through the actions and procedures of the staff involved in the running of the department or unit assisted by the Faculty Health & Safety Officer.

GENERAL ARRANGEMENTS

1 Accidents, Incidents & Near Misses

- 1.1 All accidents, incidents, near misses and unplanned events are to be reported immediately to the Faculty Health & Safety Officer. For major accidents and incidents, dial **3333** the University emergency number. The Faculty Manager should also be notified, who must then report directly to the Dean of Faculty. The University **Incident Report Form** must be completed as soon as possible, using the Guidance Notes available on the University Health & Safety Office website.
- 1.2 When completed, the Incident Report Form must be submitted to the University Health & Safety Office, and a photocopy retained and kept on file within the Faculty Health & Safety Office.
- 1.3 If the University Health & Safety Office considers the incident serious enough, it will request the Faculty to carry out a formal investigation, using the University **Incident Investigation Report Form**. The Form (which will be sent out automatically by the University Health & Safety Office) can be used as evidence in a court of law, so it is important to state facts and not be tempted to express opinions.
- 1.4 If the University Health & Safety Office does not consider the incident serious enough to warrant a formal investigation, the Faculty will initiate its own investigation to an extent commensurate with the severity of the incident.

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2 Authorised Users

- 2.1 “Authorised Users” lists are to be displayed in all of the Faculty Laboratories, Workshops, Common Areas and working areas where equipment requiring specialist training is located for an example See **Annex 1**. Staff not on these lists are **NOT** permitted to use or operate any of the equipment requiring specialist training within these areas under any circumstances, without first seeking approval from the lab technician or person responsible for that particular area, and then only staff (within and outside of the Faculty) with auditable competencies may be considered.
- 2.2 A comprehensive **Competent Persons Register** of staff within the Faculty and their competencies, is held by the Faculty Health & Safety Officer, along with photocopies of course certifications and licenses, the Register will also be displayed on the Faculty Health & Safety website. Duplicates of the training certificates will be held within the Laboratory Safety Manuals of the respective area. No member of staff will be permitted to carry out any form of activity requiring a competency unless authorised to do so by inclusion within this register.
- 2.3 All Health & Safety training (Competency Training), and University mandatory training, is to be co-ordinated by the Faculty Buildings & Facilities Manager and the Faculty Health & Safety Officer. All requests, with full justification should in the first instance be discussed with the respective trainee’s manager/supervisor.
- 2.4 The identification of specific health and safety training needs for individual members of the Faculty is the responsibility of their Line Manager or Academic Supervisor in consultation with the individual and the Faculty Health & Safety Officer. The need for training of an individual may arise as (a) Faculty Training Needs Analysis (b) Result of a change in responsibilities, (c) Consequence of an annual appraisal, (d) Change in the type of work undertaken, or (e) Originate from additional/modified statutory and/or University regulations.
- 2.5 Details of listed health and safety training events can be found in the Staff Learning and Development Programme and on the University Safety Office website under “**Training Courses Coming Up**”. Latest details of unlisted health and safety training events are available from the University Health & Safety Office via the Faculty Health & Safety Officer.

3 Children & Young Persons

- 3.1 Members of staff are reminded that the University premises is a potentially dangerous place for unsupervised children. On the occasions where they are brought on to the Faculty premises, they must be supervised and not be permitted to roam free. Children (under the age of 16) and Young Persons (under the age of 18) are not permitted to enter workshops, unless they are on an organised visit that has been authorised by the Dean

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of Faculty. They are to be supervised at all times during their visit by an appointed person.

- 3.2 Any members of the Faculty staff who arrange through the Faculty Manager for Young Persons to visit the Faculty for work experience or short courses must take into account their inexperience and their lack of awareness of potential risks.
- 3.3 The Faculty is legally required to ensure that any work activities undertaken by persons under 18 years of age is risk assessed and the main findings communicated to, for example parents or guardians. See Health & Safety Office Guidance [Children and Young Persons on University Premises](#) for more details. Work experience students must also receive a special safety induction before commencing work, as well as the risk assessments mentioned here. Use the general [Risk Assessment Form](#) from the Faculty Health & Safety website.

4 Cleanliness & Office Safety

- 4.1 All Faculty staff are to ensure that their individual working areas, whether it is an office or workshop are kept free from rubbish and are maintained in a tidy condition. Cleanliness within the Faculty is initially to be the responsibility of each individual although the University Cleaning Department undertakes the main bulk of the cleaning work.
- 4.2 Items of equipment and papers not necessary for immediate use are to be placed in a suitable container such as a locker, wardrobe, bookcase, box or similar receptacle. If not needed for longer periods of time, these items should be stowed in a suitable storage area (not in corridors, passageways or near exits). Offices are not to be used as storerooms or workshops unless properly equipped and designated as such.
- 4.3 Common sense should be applied when storing items on top of cupboards/wardrobes and high shelves to ensure that they are secure and will not fall. Filing cabinets are to be loaded from the bottom drawer upwards, with heavier items in the lower drawer.

5 Control of Contractors

- 5.1 Faculty staff who employ contractors to carry out work within the University premises must inform the Faculty Health & Safety Officer. Construction, demolition or adjustments to the University buildings or university owned facilities must be carried out via Estates and Facilities who will consult on what is required and supervise the contractors whilst on site. If hot work is required extra precautions must be taken to ensure the safety of the University's staff and students.
- 5.2 Faculty staff issuing work to contractors must ensure that the working environment will be safe and without risk to health and provide such information, instruction, training and supervision (as necessary) to ensure the safety of the contractors and members of the University who may be affected by their activities. Contractors must reciprocate by

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employing safe working practices to ensure that their activities do not give rise to risks to their own or anyone else's health and safety.

6 Control of Substances Hazardous to Health (CoSHH)

- 6.1 All members of the Faculty must ensure that all hazardous substances are controlled in accordance with the University's Guidance Note on the **Control of Substances Hazardous to Health (CoSHH)**. No hazardous substance is to be used under any circumstances without the relevant **CoSHH Risk Assessment Form**, having been signed and dated.
- 6.2 Each workshop will have its own Laboratory Safety Manual containing a Controlled Substance Inventory, a copy of the Safety Data Sheet for each substance and a copy of the COSHH assessment for the activity or process for which the substance is to be used.
- 6.3 All hazardous substances must be stored in approved and appropriate storage cabinets with adequate bunding for wet chemicals to contain any spillages. Materials which are unstable at room temperatures should be stored in a refrigerator or freezer. Where substances are stored in refrigerators and freezers, there must be a list of the contents on the refrigerator or freezer door, in addition to warning signs of any specific hazards present. Under no circumstances must drinks and foodstuffs be stored in laboratory refrigerators or freezers.
- 6.4 All blank containers containing substances (hazardous or otherwise) must be labelled with a self adhesive label, complete with a description in plain English in indelible ink, as well as the name and contact details of the owner or user. Labels must not be overwritten and labels should not be placed over other labels.
- 6.5 With regard to potential biological hazards, the University Health & Safety Office must be informed prior to any hazardous biological substance/agent being introduced to the Faculty. There are very strict legal and University guidelines as to the use and storage of such substances or agents. The categorisation of biological agents according to hazard and "categories of containment" can be found on the University Safety Office Guidance Note **Biological Agents**.
- 6.6 Copies of all CoSHH Risk Assessments must be located within each Laboratory Safety Manual as a convenient point of reference for staff and those persons conducting inspections. For off site activities, a copy of the CoSHH Assessment is kept with the persons performing the activity, and a copy held in the project file or activity file.
- 6.7 Where Personal Protective Equipment (PPE) is required, the BS EN reference number must be quoted on the assessment and where appropriate (i.e. when using specialised or unfamiliar PPE) a separate PPE Risk Assessment should be completed.

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7 Drugs and Alcohol Abuse

- 7.1 The University policy on the misuse of drugs and alcohol can be found at <http://portal.surrey.ac.uk/humanresources> . The Faculty recognises there is a need to identify abusers, intervene and provide the necessary help before serious health problems and addiction occur.
- 7.2 The illegal use, possession and sale of controlled drugs on the University campus is a criminal offence. Any incidents involving drug possession or alcohol abuse must be brought to the attention of senior management immediately.

8 Display Screen Equipment (DSE)

- 8.1 The Faculty Health & Safety Officer will ensure in conjunction with the Faculty's DSE Assessors (see **Annex 2** for list), that all members of staff considered Users (User = average of more than 1 hour on a computer per day) at workstations within the Faculty, including laptops, are assessed and the risks identified in accordance with The Health & Safety (Display Screen Equipment) Regulations 1992. This involves consideration of the equipment being used and the working environment specific to the individual. The assessments include the views and feedback from the user. Action is then to be taken by the Faculty Health & Safety Officer
- 8.2 DSE Assessments should initially be carried out as "Self Assessments" soon after joining the Faculty, using the **DSE Self Assessment form** provided with the Induction package. Should the assessment identify any risks to the User, either the Faculty Health & Safety Officer or one of the Faculty's DSE Assessors along with the user, are to work together to reduce those risks as soon as possible. If the assessment identifies a specific health risk, then a referral to Occupational Health should be made through the HR Manager immediately.
- 8.3 It is the individual's responsibility to adhere to any recommendations made through the assessment, and to further report any problems or perceived hazards to the Faculty Health & Safety Officer, or one of the Faculty DSE Assessors.
- 8.4 A copy of the assessment, should be filed in the DSE Register held in the Faculty Health & Safety Office, and reviewed either on a 2 yearly basis, or when significant changes take place involving either the User, their equipment or their environment. The details should also be entered on the Faculty DSE Assessment Register Spreadsheet which is held by the Faculty Health & Safety Officer. Further information can be sought by reading **DSE Staff Guidance** or **Your Health & Computers – Advice for Students**.
- 8.5 Should the User request an annual specific DSE eyesight test, a review of the Users DSE Assessment (in order to support the request) should be made prior to any visit to an opticians. The cost of any DSE eyesight test will be borne by the Faculty in all circumstances after completing a **DSE (VDU) Eyesight Examinations Form**, and any

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subsequent purchase of DSE specific spectacles, the Faculty will contribute a maximum of £80 towards the cost of these spectacles.

9 Electrical Safety

- 9.1 All 3-phase and hard-wired electrical equipment is to be electrically safety tested by Estates and Facilities Management on installation, and then every five years after that. It is the responsibility of the manager or academic supervisor to inform Estates and Facilities Management when new electrical equipment is purchased and brought into the Faculty premises.
- 9.2 All mains connected electrical equipment within the Faculty is subject to Portable and Transportable (PAT) electrical safety testing, see University Guidance [Electrical Safety and the Maintenance of Electrical Equipment](#). The period between testing and inspection is dependant upon the type of equipment, its use, its portability and its environment
- 9.3 All users of electrical equipment must check that the equipment is not damaged In any way as well as having a PAT sticker or label on it that has a Test Expiry Date which is still current. If not, the equipment should not be used and should be quarantined in a locker/drawer or marked 'Do Not Use' when quarantine is impractical. Repair or retesting can then be arranged through the Faculty Buildings and Facility Manager. The Faculty PAT Testers have the authority to withdraw, or render unusable, any item of electrical equipment to safeguard the health & safety of members of the Faculty, visitors and contractors.
- 9.4 Any members of the Faculty who wish to bring personal electrical equipment (radios, desk lights, kettles, computers etc) into the Faculty must submit the equipment for approval and PAT Testing prior to use, by contacting either the Faculty Buildings and Facilities Manager or one of the Faculty PAT testers (see **Annex 2** Specific Health & Safety Roles within the Faculty).
- 9.5 **Do's and Don'ts**
- **DO** check that all electrical items have an "in date" sticker
 - **DO NOT** use any item where the PAT test is out of date
 - **DO NOT** use any item that does not have a label treat as untested
 - **DO** check the condition and integrity of any electrical item prior to use
 - **DO** check plugs and leads prior to use
 - **DO NOT** attempt to repair faulty electrical items or fit plugs
 - **DO NOT** use privately owned equipment unless tested

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- **DO NOT** “Jockey” extension leads
- **DO NOT** over-ride or change fuses until the original fault has been repaired
- **DO** isolate faulty equipment from the mains
- **DO NOT** attempt to hardwire any equipment to the mains
- **DO** use an RCB if necessary
- **DO NOT** overload wall sockets
- **DO NOT** use electrical extension cables whilst fully rolled up
- **DO** not use any item that appears to be overheating
- **DO** report any faults as soon as practicable to do so
- **DO NOT** leave faulty items lying around for others to use

10 Environmental Issues

- 10.1 The Faculty takes environmental issues in line with University policy very seriously. Staff are encouraged to identify potentially problematic environmental issues and asked to report such issues to the Faculty Health & Safety Officer in the first instance.

11 Equipment Safety

- 11.1 The safe operation, maintenance and use of equipment in the Faculty is the duty of the staff member responsible for the area in which it is used. The frequency of safety inspections of items of equipment is governed by appropriate legislation, manufacturer’s recommendations and insurance requirements, Estates & Buildings maintenance programmes or at the discretion of the manager/supervisor. A record is to be kept of maintenance and safety inspections and is to be available for inspection as required during auditing periods.
- 11.2 No item of equipment is to be used unless the user has had the necessary training beforehand, or is assessed as being a competent user by the staff member responsible for the area where the equipment is used.
- 11.3 Any person who brings an item of work equipment new to the Faculty environment (including donated Items) whether it is a newly purchased item, is second hand, borrowed or donated, is responsible for ensuring that it complies with accepted safety standards and that if appropriate, subject to use and associated risks, a written risk assessment is produced **PRIOR** to it being put into use.

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11.4 The risk assessment should cover:

- Safe delivery (and eventual removal) of the item
- Integrity and safety of the equipment
- Safe operation of the equipment
- The suitability of the environment in which the equipment is to be used
- Facilities that the equipment will require e.g. closed water system, electric power etc
- Any hazardous substances to be used or produced by the activity
- Inherent hazards with operating, servicing or modifying the equipment
- How the equipment will be maintained in a safe condition (maintenance schedule)
- The risks associated with malfunction e.g. Injury, Fire or Explosion
- Supply of information, instruction and training to users

12 Ethical Guidelines

12.1 A number of activities undertaken within the Faculty, including the undertaking of questionnaires, surveys and listening tests require due regard to ethical considerations.

12.2 The University has an Advisory Committee on Ethics (<http://libweb.surrey.ac.uk/calendar/green/index.htm>) which has been established to consider all general issues arising within the University which involve considerations of an ethical nature. Activities where such considerations are involved should adhere to the guidelines of this committee, and should seek approval of this Committee prior to commencement where appropriate.

12.3 A specific activity which is undertaken with some regularity within the Faculty is that of listening tests within the Department of Music and Sound Recording. Guidelines have been produced, (see **Annex 3**), to support students and investigators. A consent form (See **Annex 4**) has also been produced where listening tests are conducted.

13 Faculty Specialist Areas

13.1 Microphone Rigging - Staff and students within the Department of Music and Sound Recording may be involved in the rigging of microphones from time to time during the course of their work or study. This is a potentially hazardous activity if appropriate safety precautions are not taken. Full guidance on safe microphone rigging and associated activities may be found in **Annex 5**.

13.2 Use of TB7 Listening Room - The Faculty has a specially designed Listening Room in TB7 for the use of the Department of Music and Sound Recording. This room has some specific hazards associated with its use and all users should familiarise themselves of the hazards and general instructions and precautions prior to using the room for the first time. Further details may be found in:

Annex 6 - TB 7 Safety Instructions

Annex 7 - TB7 Lone and Late Working Permit – Research Students and Staff

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Please be aware Undergraduate and Postgraduate Taught (MA, MMus etc) students are not permitted to use the facilities without supervision.

- 13.3 Use of Sound Recording Studios - The Faculty has highly specified and fitted out sound recording studios for the use of staff and students of the Department of Music and Sound Recording. Due to the nature of the studios and the activities being undertaken within them particular hazards and necessary precautions apply. Further details may be found in:

Annex 8 - Use of Studios 1 and 2

Annex 9 – Use of Studio 3

- 13.4 Equipment Stores - The Faculty has a number of technical and equipment stores where particular hazards and precautions apply. Further details and associated safety precautions may be found in **Annex 10**.

- 13.5 Sound Recording Editing Room - Within the Department of Music and Sound Recording there are editing rooms which contain equipment and facilities which require particular care. There is the potential risk of electrical shock and damage to hearing in addition to manual handling and other more generic risks. Further details and associated safety precautions may be found in **Annex 11**.

14 Fieldwork

- 14.1 Where activities are undertaken away from the main University campus due care should be taken to ensure that staff, students and guests are aware of the safety procedures in place at the location.

- 14.2 Specific guidance for tutors working away from the main campus may be found in:

Annex 12 - Safety Policy for Staff and Part-time Tutors Teaching Field Studies Off Campus

- 14.3 Where the nature of the work requires fieldwork, i.e. in the case of archaeology modules and so forth, particular care should be taken and more detailed planning and management undertaken. Guidance on requirements and minimum expectations may be found in **Annex 13** with supporting documentation:

Annex 14 - Fieldwork Notification Form FS1

Annex 15 - Fieldwork Safety Review Form FS2

Annex 16 - Fieldwork Safety for Students Form FS3

- 14.4 The SRA Code of Practice for the Safety of Social Researchers is held by the Faculty Health & Safety Officer, and is also available via the SRA Website <http://www.the-sra.org.uk/Publications.htm>.

15 Fire and Emergency Evacuation Procedures

- 15.1 The Faculty Health & Safety Officer is to ensure that all staff and students in the faculty comply with the University policy outlined in the document **Fire Safety at Surrey – For**

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Staff & Students and also with Emergency Evacuation Procedures. Faculty staff members and students working away from the Guildford site are to acquaint themselves with and comply with the host site's Emergency Procedures.

- 15.2 The Fire Plan, Fire Risk Assessments and Fire Register fall under the control of the University Fire Prevention Advisor in accordance with the University Fire Safety Procedure. This includes the arrangements for the weekly testing of the building fire alarms and the fire evacuation drill (building evacuation). The fire evacuation drill will be carried out at least once in every 6-month period the assembly points differ in each building, but can be found on the Fire Instruction signs located throughout each building.
- 15.3 A fire or emergency evacuation will begin with the alarm sounding continuously for more than a four second duration, and all personnel are to evacuate the building, without delay, using the nearest and safest emergency escape route. No personnel are permitted to re-enter any building until declared safe to do so by the Fire Brigade or the University Fire Prevention Advisor.
- 15.4 Fire Marshals and Fire Wardens are to be assigned for each area of the Faculty (See list at **Annex 17**) and they are to ensure, as far as reasonably practicable, that their area is evacuated promptly and safely, without jeopardising their own safety. Current University guidelines on **Fire Safety Policy for Fire Wardens** are issued and held by each Fire Warden.
- 15.5 Conventional evacuation procedures may not be suitable for persons with special needs. Therefore it is important that the Faculty is notified of any member of staff, student or visitor with special needs so that the Procedure Guidelines on **Emergency Evacuation of Persons with Special Needs** can be put into place to ensure their safe evacuation in the event of an emergency.

16 First Aid Arrangements

- 16.1 Appropriate First Aid Cover must be provided for all work activities within the Faculty, in accordance with the **University First Aid Policy**. Any proposed work by faculty personnel outside normal working hours must be covered by completing a **Latework Form LTWK99** (copies can be obtained from the Faculty Safety Office) and approval given by the appropriate line managers or academic supervisors...
- 16.2 All First Aiders and First Aid Appointed Persons are duly appointed by the University Safety Office to assist in covering all areas and facilities occupied by the Faculty. A current list of these appointments (see **Annex 18**) can be obtained from either the Faculty Health & Safety Officer or the Faculty Health & Safety website. All staff within the Faculty must comply with the University **First Aid at Work Risk Assessment**. Current registered First Aid at Work (FAAW) trained personnel within the buildings can be seen on the current faculty **First Aiders list (FAHS/SafetyNotice/002)** displayed on all Health & Safety Notice Boards and next to First Aid boxes.

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16.3 First Aid boxes and Eye Wash Stations are placed strategically throughout the faculty to ensure they are located within a short distance of all faculty areas. They are to be checked on a monthly basis (using the [Monthly First Aid Box Contents and Eyewash Checklist FAHS/SO/Form09/v1.0](#) see *Annex 19*) by the faculty First Aiders and Appointed Persons to ensure they are full, complete to current recommendations, in date and serviceable.

17 Fitness to Work

17.1 As part of their responsibilities, supervisors and line managers must satisfy themselves that their staff and students are fit to carry out their work/studies. Any line manager or supervisor who suspects that a member of staff or student may be unwell and may be putting him/herself or others at risk should discuss his/her concerns with the person in question to determine the cause and whether any action needs to be taken (e.g. sent home, referral to GP or Student Health Centre etc.).

17.2 Staff and students should also be aware that they have a personal responsibility not to carry out work activities if they suspect that their ill health may inhibit their ability to work safely, and/or put themselves or others at risk.

18 Flammable Substances

18.1 The fire risk of flammable substances is usually directly related to its flash point. This is the temperature at which sufficient vapour exists above a liquid surface to form an ignitable mixture with air. Some of the solvents in use have very low flash points and/or wide explosive limits and must be handled with great care. The Hazard Data Sheet should be consulted for flash point, ignition temperature and other flammability data on any particular substance.

18.2 Storage of flammable liquids within workrooms should be kept to a minimum. Up to 25 litres per cabinet may be kept in workrooms provided that the cabinet meets fire resistant standards.

18.3 Whenever flammable materials are being used, precautions should be taken to prevent a source of ignition being present at the same time as the flammable atmosphere.

18.4 Avoid close proximity or contact of flammable materials with oxidising substances as this may cause an explosion.

19 Local Exhaust Ventilation (LEV)

19.1 LEV systems are used within the Faculty to control and prevent exposure to hazardous fume, dust and odours. The performance and effectiveness of these systems are thoroughly examined and certified by Estates and Facilities Management every 14

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months as stated in the CoSHH regulations. The full records of these examinations are kept by Estates and Facilities Management, although a sticker should be visible on the equipment showing the last examination date and the expiry date.

20 Health & Safety Training

- 20.1 Health and safety training courses are detailed in the annual Diary of Training Events and on the University Health & Safety Web Site. The Faculty Health & Safety Officer will co-ordinate attendance on these courses. Managers are to make recommendations to the Faculty Health & Safety Officer for particular staff to undertake specific training as and when required.
- 20.2 Particularly hazardous jobs requiring specialised training are to be identified by Supervisors/Managers and training will be arranged/provided as required. Records of training undertaken, seminars and briefings attended by staff members are to be maintained within the Faculty.

21 Hazard Reporting

- 21.1 All real or suspected hazards are to be reported to a supervisor or manager in whose area the hazard is identified. Appropriate corrective action is to be instigated in accordance with the University and Faculty Health & Safety Policy to reduce, as far as is reasonably practical, any hazard that exists within the Faculty.
- 21.2 Confidential report forms are available within the Faculty (See **Annex 20**) to report any activity or item of equipment which you may consider to be unsafe.

22 Health & Safety Manual

- 22.1 The Faculty Health & Safety Manual should describe the organisation and arrangements within the Faculty, with emphasis on how the Faculty is implementing University Health & Safety Policy and requirements. It should include the following:
- A personal statement from the Dean of Faculty emphasising his/her commitment to achieving University policy and standards on Health & Safety.
 - How the Faculty is sub divided for the purpose of ensuring Health & Safety compliance.
 - Descriptions where appropriate, of how specific risks are being managed in the Faculty including reference to any local rules.
 - Arrangements with other functions within the University necessary for Health & Safety purposes.
 - Any permit or authorisation systems.
 - Terms of reference and composition of any committee within the Faculty that deals with Health & Safety matters.
 - The names and contact details of individuals with specific Health & Safety roles in the Faculty, including First Aiders.

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- Reference to other sources of information including University Health & Safety documentation.
- Where specific Health & Safety documentation and records are held.
- Rules on access to various parts of the Faculty.
- Instructions that must be issued to visitors to the Faculty.
- Levels of competence required by specific groups of employees or students or visiting researchers and any associated training programmes.
- Procedures for foreseeable emergencies.
- Arrangements for work off campus.

22.2 The Faculty Health & Safety Manual shall be kept in the Faculty Health & Safety Office and maintained by the Faculty Health & Safety Officer.

23 Home Working

23.1 Currently there is no requirement for Faculty staff to work from home as part of their normal daily employment routine. Should it become necessary for a member of staff to undertake home working on regular/permanent basis it will be previously authorised by the Dean of Faculty and an assessment of the specific tasks to be carried out along with the provision of the necessary equipment will be Risk Assessed in accordance with the [Teleworking Document Self Assessment](#).

24 Ill Health

24.1 Every member of staff has access to the University Occupational Health Unit if problems of ill health occur which may be attributable to the work that staff undertake or to their workplace environment. Health monitoring may be appropriate for some staff who work with hazardous substances or in areas where hazardous substances may be used by others.

24.2 Should a member of staff think they would benefit by consulting with the Occupational Health Doctor, they should contact the Occupational Health Unit in confidence direct (see under Advice and Consultancy). The Faculty HR Officer, SSA or ESSA may also arrange for consultations. Staff and students are encouraged to make themselves aware of the University's Meningitis Policy.

24.3 Fitness to Work - As part of their responsibilities, supervisors and line managers must satisfy themselves that their staff and students are fit to carry out their work/studies. Any line manager or supervisor who suspects that a member of staff or student may be unwell and may be putting him/herself or others at risk should discuss his/her concerns with the person in question to determine the cause and whether any action needs to be taken (e.g. sent home, referral to GP or Student Health Centre etc.). Staff and students should also be aware that they have a personal responsibility not to carry out work activities if they suspect that their ill health may inhibit their ability to work safely, and/or put themselves or others at risk.

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25 Individual Responsibilities

- 25.1 All staff, students, visitors and any persons having due cause to use the Faculty's buildings and facilities have a **DUTY OF CARE** for their own safety and that of others whilst on the premises.
- 25.2 All staff within the Faculty are responsible for complying with Health & Safety Regulations enacted through University Policy, Arrangements and Procedures. Students have a duty to take *reasonable care* so as not to cause foreseeable harm to themselves or others by their acts or omissions. This includes leaving an area or equipment in a safe condition after work is completed. Note ~ *duty to take reasonable care comes from civil liability at common law under the tort of negligence*

26 Induction Training

- 26.1 All new members of staff joining the Faculty are to be given their **Program of Induction** checklist, University Health & Safety policy and DSE Self Assessment form, by the Faculty HR Manager on their first day of work in the University. Also on their first day they are to receive a previously arranged local Health & Safety induction at their place of work by the Faculty Buildings & Facilities Manager or one of their representatives.
- 26.2 On this Health & Safety induction they will be acquainted with emergency evacuation procedures, assembly areas, location of fire alarm Call Points and the University Emergency Telephone Number etc. The full induction briefing can be found at **Annex 21**. This briefing in no way incorporates the detailed brief required by their Supervisor/Manager in their place of work.
- 26.3 Within their first month they are also to attend a University Health & Safety briefing, and a Display Screen Equipment (DSE) introductory course. On completion of the DSE course, they are to complete the DSE Self Assessment and hand it in to the Faculty Buildings & Facilities Manager along with their Programme of Induction checklist (see **Annex 22**) and the signature slip (see **Annex 23**) to confirm they have read the Faculty Health & Safety policy.
- 26.4 Until such a time as the Induction checklist, policy slip and DSE Assessment are handed in to the Faculty Buildings & Facilities Manager, the new member of staff will **NOT** be considered to have been inducted.

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27 Late and Lone Working

- 27.1 Working “Out of Hours” (defined as work carried out at any times when the Faculty is closed (between 6pm and 07.30am (silent hours), at weekends and on public/university holidays)) carries extra risks and should be avoided where possible. The University Health & Safety Office leaflet **Working Late – For Staff & Students** explains the procedure for working late in the main academic buildings.
- 27.2 However, the Faculty recognises that staff and students might wish to gain access to labs, offices and computing suites, in order to carry out low risk IT and office tasks, as well as the monitoring of continuous lab experiments during silent hours and weekends. In order to get authority to gain access into University buildings, arrangements must be discussed with supervisory staff prior to approval being given by the Faculty Health & Safety Officer for university cards to be validated the Card Access/Egress Control System (CACLS) in order to give out of hours access. When working out of hours, staff and students must be able to identify themselves by producing their university cards when requested by security staff.
- 27.3 When seeking approval for anything other than the above low risk IT and office work, a Risk Assessment and if applicable, a CoSHH Assessment must be completed along with a **Late Work Form** (LTWK99).
- 27.4 When working in hazardous areas (laboratories, workshops etc) out of hours, you must book in with the security office prior to starting work. The security office x2002 must be informed of start and finish times and the nature of work. The security staff will eject persons from the building who are not in possession of a Late Work Form, their university card, and who have not informed them on arrival. This would include non-authorised friends and colleagues
- 27.5 Although individuals are of course responsible for their own safety, supervisors of academic work are reminded that they are also responsible for the Health, Safety and Welfare of persons in their charge who work out of hours, and are encouraged to take all reasonable steps to ensure that requirements listed on the Late Work form such as “1. Direct voice contact with a colleague. 2. Nominated staff present. 3. Visited hourly. 4. Security office informed”, are obeyed.
- 27.6 Sleeping in any of the Faculty buildings during or after hours is strictly prohibited, especially behind locked doors. All rooms must be left in a safe and tidy state and locked on completion of any work.
- 27.7 For any equipment left running during silent hours, an Unattended Apparatus – Silent Running Form must be completed. These forms (available from the Faculty Health & Safety Officer) must be completed and signed by the supervisor when he or she is satisfied that it is safe for the apparatus or equipment to run unattended, and counter signed by the Faculty Health & Safety Officer. The White Copy must go to the Security

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Office, the Green Copy to the Faculty Health & Safety Officer and the Card Copy to be exhibited near the apparatus.

27.8 Although some may consider that the majority of laboratory apparatus and equipment can be left to run safely under automatic control, they are wrong. It should be noted that there are very few pieces of equipment so inherently safe that they do not require some degree of safety analysis and monitoring.

27.9 Some consideration must be given to the following:

- Possibility of thermal malfunction is it advisable to fit thermal monitors?
- Possibility of CCTV cover connected to the security office?
- Are over-current protection devices required?
- Are failure of cooling water or liquid level monitors required?
- Are all service connections suitably wired or clipped?
- Are waste outlets clear of obstruction?

Note that the first two points here refer to secondary safety devices which are independent of the primary controllers.

28 Lifting Equipment

28.1 The use of lifting equipment such as hoists, sack barrows, trolleys, locker movers etc are subject to the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. The University keeps a detailed register of all lifting equipment so that it is properly insured against injury and damage if it fails in use. The equipment must be regularly inspected and tested at time intervals specified in the Regulations. It is the responsibility of the Faculty to inform Estates and Facilities of the arrival of 'new' lifting equipment. The information that is required is: location, description, SWL (safe weight limit) rating, manufacturers serial number and name of trained, authorised personnel using the equipment.

28.2 Any defects must be reported immediately and repairs must be made by a suitably qualified and competent person before the equipment is returned to use. Under no circumstances must the safe working loads be exceeded.

28.3 No member of the Faculty is permitted to use lifting equipment until they have received adequate information, instruction and training and have proved that they are competent.

29 Loss of Electrical Power

29.1 In the event of a loss of electrical power the following action should be taken:

- 1) Switch off all equipment connected to the mains supply to prevent an overload when the power supply is reintroduced. If it is practicable, remove the plug as well.

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- 2) The University telephone system has a back-up power supply and should not fail if there is a power cut. In the highly unlikely event of the telephone system failing you will not be able to call for first aid assistance or the emergency services so you must cease any activities that may pose a risk to your health or safety.
 - 3) The lack of power will mean that local exhaust ventilation systems (LEV) and fume-cupboards will cease to operate - do not continue with activities that require these services and make safe any processes, as far as this is reasonably practicable and without endangering your personal safety without the electricity supply.
 - 4) Report any missing or malfunctioning emergency lighting to the Faculty Buildings & Facilities Manager or the Faculty Health & Safety Officer.
 - 5) Electronically operated external emergency exit doors should “fail-open” (i.e. unlock) in the event of a loss of power. Electronically operated internal card access controlled doors have a battery back-up supply which should continue to operate for a further couple of hours. Should the internal system eventually fail, break glass systems or mechanical lock overrides should be used. Report any malfunctioning doors to the Faculty Buildings & Facilities Manager or the Faculty Health & Safety Officer.
- 29.2 Alarm systems associated with specific laboratory activities must have a back-up power supply to prevent possible activation during a power cut and, consequently, a possible unnecessary evacuation of the building.
- 29.3 Laboratory managers/supervisors must ensure that there are emergency plans in place for activities or equipment that may pose a risk to personnel in the event of a loss of power. These emergency plans must be documented at the time of the appropriate risk assessment for this eventuality, and laboratory users must be familiar with any action that must be taken. Copies of emergency plans and associated risk assessments must be passed to the Faculty Health & Safety Officer. Guidance is available from the Faculty Health & Safety Officer and the University Safety Office on these matters.
- 29.4 During the winter months a loss of power may mean that there is insufficient lighting in offices and laboratories. This lack of lighting may, in itself, also pose a risk. It is the responsibility of the laboratory or office manager to decide whether activities should cease for the duration of the loss of power. He/she must inform the Faculty Buildings & Facilities Manager or Faculty Health & Safety Officer of the decision and of any recommended action to be taken e.g. to inform the Dean of Faculty.
- 29.5 Report any missing or malfunctioning emergency lighting to the Faculty Facilities Manager immediately. See also the University guidance on [Electrical Safety](#).

30 Manual Handling

- 30.1 Managers and academic supervisors must ensure that any Manual Handling activities that might cause injury at work have a formal [Manual Handling Risk Assessment](#) to identify the specific hazard. This might include lifting, pushing, putting down, pulling, carrying or moving. Activities that must be assessed do not necessarily involve the

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movement of heavy items, such as an activity involving a large number of repetitive movements, might also require an assessment.

- 30.2 If the operation cannot be avoided then control measures are to be incorporated to reduce the risk significantly in accordance with the Manual Handling Regulations.
- 30.3 Risk Assessments should be undertaken by a qualified Manual Handling Assessor, who will be familiar with the main requirements of the Manual Handling Operations Regulations 1992. All Manual Handling Risk Assessments are completed, signed, dated and reviewed every two years or whenever the process changes. Copies of all Manual Handling Risk Assessments should be located within each laboratory manual as a convenient point of reference for staff and those persons conducting inspections (See also **Office Moves**).

31 New and Expectant Mothers

- 31.1 Expectant mothers must notify the Faculty HR Manager of their pregnancy in writing as soon as the pregnancy is confirmed. HR will then notify the Faculty H&S Officer and a confidential Risk Assessment will then be carried out by the Faculty Pregnancy Risk Assessor using the [Risk Assessment for Expectant Mothers](#) (see **Annex 24**).
- 31.2 On completion of the assessment, all copies of the assessments and associated forms are to be posted directly to Occupational Health in a sealed envelope. Occupational Health will then decide whether or not any further action is to be taken and return all the forms and assessments to the Faculty HR department.
- 31.3 Consideration must be given to the likelihood of exposure to hazardous substances and manual handling issues, posture, and stress-producing working conditions. Guidance on risk assessment and special arrangements for new and expectant mothers can be found in the University Safety Office Guidance Note [Special Health and Safety Arrangements for New and Expectant Mothers](#). Further advice is available from the Faculty Health & Safety Officer who will assist with the assessment if required.
- 31.4 When the member of staff returns to work following her maternity leave, a return to work assessment is to be carried out following the exact same procedure.

32 Noise at Work

- 32.1 If staff or students are concerned about noise levels in their area they should contact the Faculty Health & Safety Officer who will arrange for an inspection and possible noise monitoring should it be deemed necessary.
- 32.2 Noise levels can be considered to be excessive if communication is difficult between workers standing approximately 2m apart. Every effort must be made to reduce noise levels at source or by enclosure. Hearing protection must be used only as a last resort.

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Staff and students must use hearing protection where Safety Office monitoring and noise level risk assessments have identified this as necessary.

32.3 For more information and guidance, see also [Noise](#) on the University Safety website.

33 Notice Boards & Websites (Health & Safety)

33.1 The Faculty Health & Safety Policy Statement and other safety documents can be found on the Faculty Website.

33.2 These Health & Safety web pages aim to provide staff and students, with details of all of the University and Faculty safety documentation, arrangements, guidance and policies on many specific matters, as well as current issues and important information.

33.3 As well as this web site, there are numerous Health & Safety Notice Boards throughout the Faculty areas which are updated on a regular basis. These boards contain up-to-date contact details for Health & Safety matters, as well as useful current information.

34 Occupational Medical Surveillance and Health Surveillance

34.1 All Risk Assessments must address any requirements for Occupational Health/Medical Surveillance. When necessary the Faculty Health & Safety Officer is to refer individuals for regular Health Checks to monitor any health problems at an early stage. The Faculty Health & Safety Officer will be in regular consultation with Occupational Health for advice when new processes are being planned, to ensure there are no health risks. As a result of any screening, the Occupational Health Physician might wish to discuss restrictions, redeployment or changes in work practices with the individual and their line manager.

34.2 Currently, routine Health Surveillance is required for the following:

- Work in confined spaces
- Those who use compressed Air Breathing Apparatus (CABA)
- Those undertaking regular night work
- Those who regularly undertake paint spraying
- Those who regularly use isocyanates
- Those who regularly handle laboratory animals
- Those who drive motor vehicles as a living
- Fork lift truck operators

34.3 In accordance with the Guidance on Health and Medical Surveillance ([“The Robens Centre for Occupational Health & Safety - Guidance Note 3 Health Surveillance”](#)), in all cases where Health Surveillance is being conducted, the results of any surveillance

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will be recorded in the employee's health records and personal file and retained for 40 years after the last entry.

- 34.4 Any member of staff or student, who suspects he/she is suffering any ill health symptoms that may be related to their work, must inform their line manager or academic supervisor immediately. The line manager (in consultation with the Faculty Health & Safety Officer and Faculty HR Manager) can either refer the individual to the Occupational Health unit, or the individual may wish to refer themselves. All referrals are treated in confidence.
- 34.5 Likewise, any manager or academic supervisor who suspects that a member of staff or student may be unwell and may be putting themselves or others at risk, should discuss their concerns with the individual. Staff and students should also be aware that they have a duty to ensure they do not carry out any work activity if, they suspect that their ill health may inhibit their ability to work safely or may put others at risk.
- 34.6 For more information, visit the Robens Centre for Occupational Health & Safety at <http://portal.surrey.ac.uk/occupationalhealth>

35 Office Moves

- 35.1 From time to time it is necessary for staff to move offices or for equipment, furniture or belongings to be relocated between offices and even buildings.
- 35.2 Members of Faculty staff should not undertake any moving of equipment or furniture unless they have been adequately trained and have completed, or has completed a Manual Handling Risk Assessment. The University employs Faculty Buildings & Facilities Managers who have the use of trained porters within and without the Faculty to undertake these activities, and such moves should be planned sufficiently such that the appropriate assistance may be arranged at the required time.
- 35.3 An Office Move Method Statement and a generic risk assessment for completion prior to such activities may be found on the Faculty Health & Safety Web page. The Faculty Health and Safety Officer will assist in the review of possible risks.

36 Personal Protective Equipment (PPE) Arrangements

- 36.1 The specification of Personal Protective Equipment (PPE) necessary for a task can only be made after a suitable and sufficient assessment has been carried out. Managers, academic supervisors and others with supervisory status are to ensure that the appropriate PPE is made available for staff and students where a requirement is called upon by either a Risk/COSHH Assessment or any other Health & Safety Survey. Funds are to be made available for the cleaning and replacement of items due to fair wear and tear.

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- 36.2 PPE must always be regarded as the “Last Resort” against risks to safety and health, with engineering controls and safe systems of work always considered before the provision of PPE. It should only be used wherever there is a risk to safety and health that cannot be adequately controlled by other means. All PPE must be provided free of cost with information, instruction and in certain circumstances, training in its usage (i.e. See [Use of Latex Gloves](#)).
- 36.3 All items of PPE must be thoroughly examined by the user on each occasion prior to use, to ensure it is in good working order and clean from all contaminants. Any defects or damage must be reported to manager/supervisor immediately. Where it might be shared amongst members of staff and students, arrangements must be put into place for repairing, replacement, cleaning and disinfecting (if necessary). Specific (a labelled cupboard, drawer or cabinet) and suitable accommodation must be provided to correctly store PPE when not in use in order that it remains clean, away from harmful substances and away from direct sunlight and dust.
- 36.4 Where PPE is provided for an individual to undertake an activity, they have a duty in law to wear it. Misuse or neglect of PPE in the University is treated as a serious disciplinary matter. Also see the University Policy on [Personal Safety](#)

37 Placements

- 37.1 The Faculty is aware that risk assessment encompasses the activities of students on placements and is currently working with overseas institutions, employers, staff and students to ensure the quality of health and safety for placements.
- 37.2 Placement tutors, in collaboration with employers, must ensure that all students in placement are appraised of any potential risk to which they may be exposed to at their place of work. All employers must carry out their own risk assessments and comply with National and European, where appropriate, Health and Safety at Work Regulations. Where an inspection has been carried out by the placement tutor and health and safety arrangements in a host organisation are considered to be significantly deficient this must be addressed with the host before the placement goes ahead.
- 37.3 Please see **Annex 25** for a copy of the information provided to students within the Department of Linguistic, Cultural and International Studies in relation to Health and Safety issues and their placements.

Annex 26 is the information provided to students within Sound Recording.

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38 Provision and Use of Work Equipment Regulations (PUWER) Arrangements

- 38.1 Any item of work equipment being used in the Faculty must be, as far as is reasonably practicable, safe to use. The equipment must be in good condition, and suitable for the work being carried out, properly maintained and used according to the manufacturer's specifications and instructions. Safety guards must be fitted if necessary and, where appropriate, there should be an emergency stop procedure. Modifications or adaptations to equipment must only be carried out by competent persons.
- 38.2 Managers and academic supervisors will ensure that all Machine Tools, Power Tools and Hand Tools are maintained, with safety critical elements of the equipment given scheduled preventative maintenance checks, in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). An annual inspection (including an electrical safety check and loop test) of all machine tools and equipments is to be carried out.
- 38.3 The extent of the inspections is very dependent on the type of equipment, where it is used and how it is used. The inspection always includes those safety-related parts, which are necessary for safe operation of the equipment: for example overload warning devices, interlocks and limit switches.
- 38.4 A maintenance log is to be kept which shows details of the equipment, manufacturer's recommendations, results of inspections, test inspection dates and next inspection date together with a record of repairs undertaken.
- 38.5 Regular inspection of hand tools and toolboxes is to be undertaken and recorded, as well as workshop equipment not captured on any of the other procedures for periodic inspections.
- 38.6 Users must be adequately trained and the systems and methods of work safe. Manufacturer's information and operating instructions should be available or stored in a known location for easy reference.
- 38.7 PUWER assessments are a mandatory requirement for all machine tools and power tools. The full form [FAHS/SO/PUWER/1/v1.0](#) should be used for all machine tools and the shortened version [FAHS/SO/PUWER/2/v1.0](#) used for all other portable power tools. The Form [FAHS/SO/PUWER/3/v1.0](#) can be used for all other Low Risk Equipment (all forms can be found on the Faculty Health & Safety website). These inspections do **NOT** take the place of Pre-User checks by the operators and users of these equipment's, and these Pre-User checks must be followed rigorously.

39 Responsibilities (Health & Safety)

- 39.1 The Health & Safety Officer for the Faculty is responsible for the maintenance and reviewing of all HS&E records, assessments, registers, spreadsheets and databases. He will keep up-to-date with all aspects of HS&E issues both at National and University level, keep his national professional qualifications and memberships current and will advise Faculty management accordingly. A detailed Terms of Reference for the Faculty Health & Safety Officer can be found at **Annex 27**.

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40 Reviews

- 40.1 This policy will be reviewed on a regular, and at least annual, basis and proposed revisions will be presented to Faculty management for discussion prior to approval being sought from the University Safety Office. In year alternations will be circulated to Faculty management to ensure prompt action and to avoid delays where there is a period of time until the next meeting. Where significant changes warrant such action, all members of the Faculty will be requested to read, and confirm adherence to, the latest version of the Policy.
- 40.2 The full latest version of the Policy will be maintained on the Faculty intranet for easy access for all members of the Faculty community anywhere on campus. Hard copies of the current version will be provided to all new members of staff and also to members of the Faculty who do not have access to the intranet version.

41 Risk Assessment

- 41.1 Within the Faculty there exists a wide range of hazards relating to work activities carried out by staff and students. These hazards should be addressed locally and minimised by completion of a formal **Risk Assessment Form**. Managers and supervisors are responsible for ensuring that all activities that pose a significant threat to the health and safety of staff, students, visitors and contractors in their area are risk assessed.
- 41.2 Risk Assessments are undertaken and updated continually. Line managers, supervisors and individuals must ensure that all tasks undertaken are covered by appropriate Risk Assessments in accordance with the guidance provided from the University Safety Office Guidance Note on **Risk Assessments under the Management Regulations**. Completed Risk Assessments are reviewed, signed and dated by a competent person every 2 years or whenever the activity, equipment or legislation changes (whichever is sooner).
- 41.3 Copies of all Risk Assessments must be located within each related Laboratory Safety Manual as a convenient point of reference for staff and those persons conducting inspections. For off site activities a copy of the Risk Assessment is kept with the persons performing the activity and a copy held in the project or activity file.
- 41.4 No work can begin on a new experiment or activity until a formal Risk Assessment has been written and signed.

42 Roof Access

- 42.1 Access to all roofs on the campus is controlled by a " Roof Access -Permit to Work" scheme managed by Estates and Facilities Management (tel. ext. 9088 for details) to which all applications to work on a roof should be made.

43 Safety Inspections

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- 43.1 Regular 'hazard-spotting' inspections of all areas of the Faculty will be carried out by the Faculty Health & Safety Officer, Faculty Buildings & Facilities Manager and area representatives to ensure the health, safety and welfare of all Faculty staff and students. These inspections will normally be conducted against a published **Health & Safety Inspections Timetable** (to be found on the Faculty Web Site See **Annex 28**) but the Faculty Health and Safety Committee reserves the right to make additional random inspections at any time.
- 43.2 One of two Hazard Spotting Forms should be used by the nominated inspectors.
- **Hazard Spotting Form for Offices** (See **Annex 29**)
 - **Hazard Spotting Form for Workshops and Laboratories** (See **Annex 30**)

They should then be handed in to the Faculty Health & Safety Officer, along with any other notes made during the inspection.

- 43.3 The resulting improvement tasks noted during the inspection will then be transferred on to the **Safety Inspection Progress Spreadsheet**, until such a time as the tasks are completed. All routine tasks will be given a target date for completion 3 months from the date of the inspection, any urgent tasks will be given a target date commensurate with their importance or severity.
- 43.4 A follow-up inspection will be carried out by the Faculty Health & Safety Officer at his discretion to ensure tasks are completed in a timely and satisfactory fashion. Any issues arising from the safety inspections that might prevent completion of tasks should be raised with the Faculty Health & Safety Officer soonest.

44 Sickness

- 44.1 The general health of staff and students is of concern to both the Faculty and University. If you feel unwell whilst on campus you may consider it necessary to go home. If you exercise this option you should inform your line manager/supervisor before departing. If a colleague offers to drive you home, the driver, however good his/her intentions, should be aware of the possible insurance assumption of using a private vehicle on University business. Alternatively, use a taxi.

45 Smoking

- 45.1 Smoking is not allowed in any part of the Faculty buildings or University owned vehicles in accordance with University policy and is now also against the law.

46 Soldering

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- 46.1 Risks exist to persons undertaking soldering as well as to people who are in the same environment where soldering takes place. The fumes produced when soldering using resin based flux (colophony), can act as a respiratory sensitizer causing an irreversible allergic reaction. Once exposed to colophony fumes it is possible that it may, in later years, produce a respiratory illness such as asthma. Previous exposure with no ill effect is no guarantee for the future.
- 46.2 All soldering activities require PRIOR assessment under the COSHH regulations. These assessments are to be documented and available to subsequent users. The area where soldering is to take place must, unless solder fume extraction systems are in place, have sufficient ventilation to ensure that the fumes produced are expelled from the building. Soldering should not be undertaken in a confined area where there is no ventilation to the outside nor a fume extraction system in place. All soldering activities should be carried out in designated well ventilated, or fume extraction equipped, areas.

47 Special Needs

- 47.1 The Faculty is aware of the necessity of taking into account the needs of disabled or special needs students in health and safety situations. Faculty Disability Co-ordinators (see **Annex 2** for details) have been appointed and will work with the Faculty Health & Safety Officer on relevant issues. Where students, staff or visitors have disabilities which may impair their ability to leave University buildings' in an emergency the advice of the University Fire Prevention Adviser must be sought.

48 Travelling Abroad on University Business

- 48.1 All members of staff and postgraduate students who intend to travel overseas on University business e.g. conferences and meetings must ensure that all aspects of their health, safety and security have been considered and Risk Assessed. This includes appropriate vaccinations, insurance for medical emergencies and loss of belongings, and consideration of their personal security. Information on vaccination requirements are available from your local GP nurse or the Occupational Health Centre. Either should also be contacted if there are any doubts as to your suitability to travel due to health issues.
- 48.2 References to the University Insurance cover should also be made by viewing the University Business Support Service on 9008 or visiting their website at <http://portal.surrey.ac.uk/admin/BSS>
- 48.3 The UK Foreign and Commonwealth Office Web Site (<http://www.fco.gov.uk/travel>) gives advice on travelling to various countries and should be consulted if there is any doubt as to the political stability of the country or a traveller's personal safety or security (e.g. personal attack, natural disasters, lawlessness etc).

49 Unsafe Acts Reporting

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- 49.1 One way of removing hazards and reducing risks is to report anything that may be unsafe and cause harm. Employees also have a legal responsibility, under the Health and Safety at Work etc Act, to inform the University of anything that may be a risk to their health and safety whilst at work.
- 49.2 A system for reporting unsafe acts/situations is in place which allows members of staff/students to express their concerns in confidence. Unsafe Acts Report Forms are situated in the Safety Office (see **Annex 31**), as well as undergraduate and postgraduate offices. Completed forms should be sent to the Faculty Safety Officer. Appropriate action will then be taken depending upon the nature of the issue.

50 Use of Private Vehicles

- 50.1 When public transport is agreed not to be available or appropriate, the use of a private car for University business must be approved in advance by the Head of Department. The University does not cover such use under its own insurance, and the University's **Expense and Benefit Procedures** says that "staff who use their private car on University business must also ensure that they have insurance cover for business use. For example, a member of staff's personal insurance policy should provide cover for the use of the vehicle in connection with their "trade or profession" and that, where equipment is to be carried, this activity is also covered under the terms of their policies."
- 50.2 When staff and students are instructed to drive, or carry goods or passengers on University business, insurers may view this as 'use for your employer's business', even if no expenses are claimed. Most insurers specifically exclude such use under ordinary motor policies. However, if they are informed in advance appropriate cover can normally be added to a policy at little or no extra cost. The mileage rates payable by the University reflect any extra cost, and so this is not reimbursable.

51 Visitors

- 51.1 All visitors to the Faculty should be made aware of emergency arrangements in place in the relevant building they are visiting. 'Casual' visitors to the Faculty are expected to adhere to the University and Faculty Health and Safety Policies when on University premises.
- 51.2 Officially appointed Visiting and Associate Staff will, in addition, receive a copy of the Faculty's Health & Safety Policy and Procedures, as well as the safety leaflet **Health & Safety Information for Visitors to the University**. An electronic copy is available to all personnel with access to the Faculty's server.

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- 51.3 Particular attention should be made to ensure that any visitors with special needs are catered for appropriately. A risk assessment should be carried out in advance of their attending the University property. See also section 43 **Special Needs**.

52 Working at Heights

- 52.1 If there is a risk of persons falling from heights of 2m or more or a risk of serious injury from falls less than 2m, physical safeguards must be put in place to prevent such falls. This should include guard-rails (at 0.47m and 1.1m high) and toe-boards (0.15m) to prevent objects falling onto persons below. Tanks, pits and other structures should be securely covered or fenced with guard-rails.
- 52.2 Ladders should be of sound construction, properly maintained and securely fixed. If the ladder cannot be securely fixed a second person must steady the ladder by placing one foot on the bottom rung and holding the stiles. Permanently fixed ladders over 2.5m long at a pitch of greater than 75° should be fitted with safety hoops or a permanently fixed fall-arrest system.
- 52.3 Safe systems of work must be employed at all times when working at height. Work at height must be restricted to specified persons who have received the appropriate training. If fall arrest systems are required, users must receive appropriate training in its use before commencing work at height. In the majority of cases a written '**permit-to-work**' issued by the Faculty Health & Safety Officer is required to ensure that all measures have been taken to reduce the risk of falls. The need for a 'permit-to-work' system will be determined by the risk assessment for the activity.

53 Working Off Campus

- 53.1 Where Faculty staff and students are required to work or study off campus, they are to comply with local health and safety rules, in addition to the Faculty's Health & Safety Policies and Procedures. This includes carrying out activities as part of an educational course.
- 53.2 In addition to the requirement for on-site Risk Assessments, all work performed as secondments, field work, industrial training and leadership courses are subject to Risk Assessments. Year tutors must ensure that Risk Assessments for professional year students have been carried out by the host company.
- 53.3 All staff and students driving on University business must at all times comply with the law. All drivers should hold a current Drivers Licence for the type of vehicle being used, valid in the country in which the vehicle is being driven, and hold the appropriate insurance cover when using University (See **Drivers of University Vehicles**). Taxis and Public Transport may be a preferred option when tired (e.g. after a long haul flight) or consideration should be given to overnight accommodation if appropriate. It is **AGAINST**

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THE LAW to use hand-held mobile phones whilst driving, and only hands free systems that are compliant to BSI standard DD 235:1966 are allowed.

54 Workshop Safety

- 54.1 All workshop areas are restricted areas and visitors to the workshop areas should take extra care when entering these areas. Equipment in workshops is only to be used and operated by trained, competent and authorised persons. Machine equipment with moving parts must be operated with all necessary safety guards in place. All machinery must comply with the Provision and Use of Work Equipment Regulations and must be subject to a risk assessment covering use, servicing, maintenance and repair.
- 54.2 Good workshop practice must be employed at all times including good housekeeping and personal hygiene especially when using oils and greases. All necessary personal protective equipment and clothing must be worn when operating machinery. Jewellery (e.g. rings, necklaces, bracelets etc.) and loose fitting clothing (e.g. ties, loose sleeves etc) must **NOT** be worn, and long hair must be “tied up” when operating machinery. Manufactured items produced by the workshops are designed and constructed to be suitable and safe for their purpose when properly used as far as is reasonably practicable.