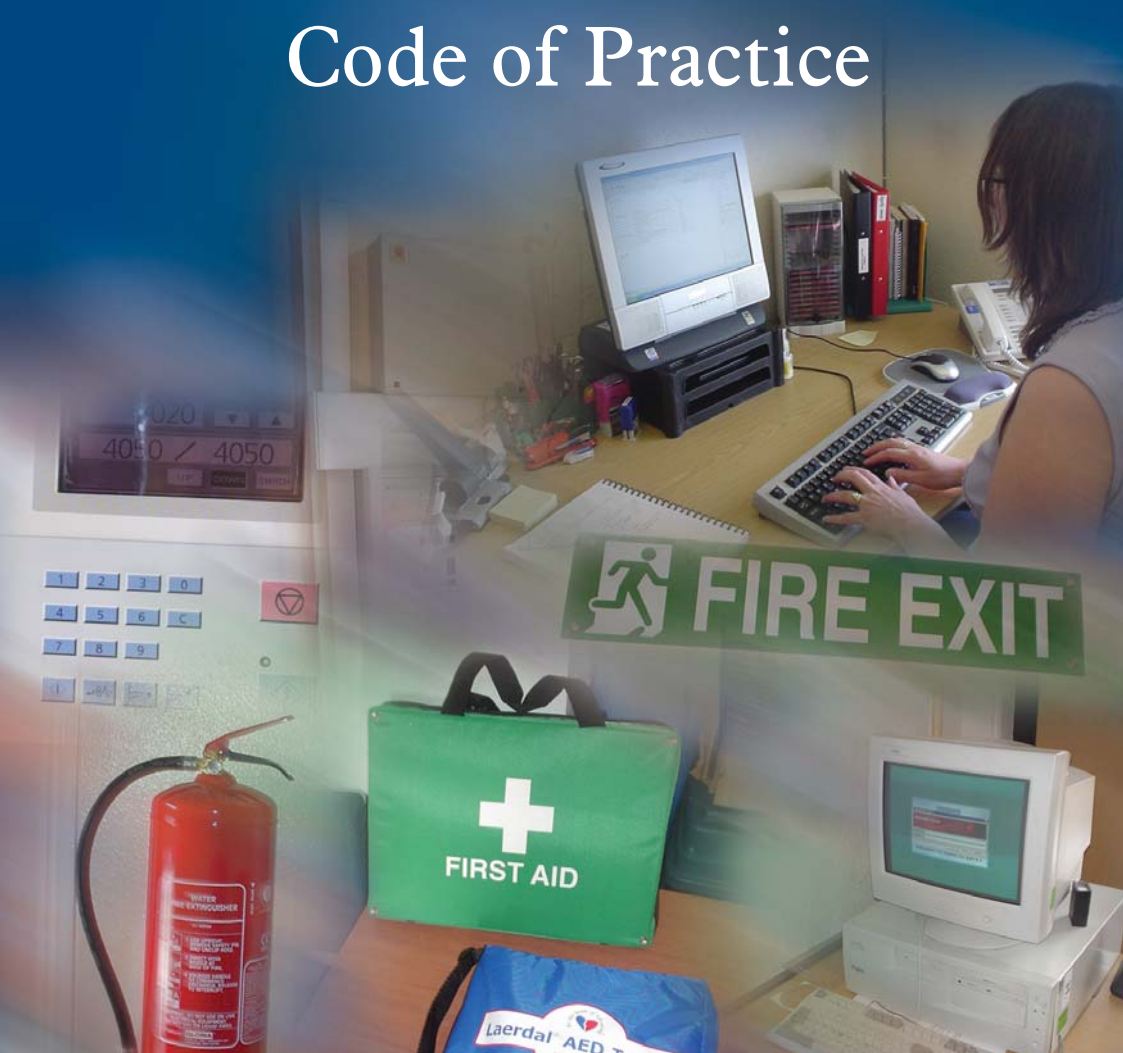




The University of Sheffield

# Health & Safety Code of Practice



Abbreviated version for Non-Science & Non-Engineering Departments

## DEPARTMENTAL INFORMATION

Name .....

Department .....

Office / Workroom & Tel Extn. No.....

Departmental Safety Officer .....

Display Screen Equipment Assessor.....

Display Screen Equipment Trainer.....

Training Co-ordinator .....

Manual handling assessor .....

Risk assessor .....

First Aiders / Appointed Person .....

First Aid Box location(s) .....

Accident Book location(s) .....

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## **THE UNIVERSITY OF SHEFFIELD - Health & Safety Code Of Practice**

This abbreviated version of the University's Health and Safety Code of Practice covers the main safety arrangements relevant to your workplace, but does not replace the full Code, the full text of which can be found on the Safety Services web pages on <http://www.shef.ac.uk/safety/cop/index.html> and which gives further information about the management structure of the University and the responsibilities of all levels of management as well as specific information for the science and engineering departments.

Printed copies of the full Code of Practice have been issued to your Head of Department, senior Departmental Officers and Departmental Safety Officers. If you want a copy of the full Code of Practice ask your Departmental Safety Officer to get one for you. You will be notified about all revisions to this Code of Practice via "Safetyline" and the web version will be updated accordingly and will be the definitive version of the full document.

Our activities cover a very wide range of possible hazards to staff and students and to others such as visitors, contractors and the public. Effective control of risks to people's health and safety is in everyone's interests and helps prevent the consequences of accidents and ill health, so we must all ensure that our health and safety performance is exemplary.

The University is committed to achieving high standards of protection of the health, safety and welfare everyone who may be affected by our activities and to ensure that everyone: -

- understands the University's organisation and arrangements for health and safety,
- understands their own responsibility for health and safety,
- carries out their role in accordance with relevant statutory requirements and appropriate codes of practice,
- is provided with the information, instruction, training and supervision needed to ensure the health and safety of those affected by what they themselves do or by what they ask to have done for them,
- sets a high standard of safety by personal example so that students leaving the University take with them an attitude of mind that expects good safety practice as normal.

### **Statement of Health and Safety Policy**

The University Council recognises that health and safety are of great importance to the well being of staff, students and all those who may be affected in one way or another. The responsibility of the Council is to provide leadership and to ensure that a clear hierarchy of duties and responsibilities is in place, and is effective, in all aspects of the University's undertaking. The Council expects that everyone in the University will accept the importance of health and safety in their activities and will co-operate in achieving the highest standards of health and safety.

## The University of Sheffield Health and Safety Policy

The elements of the Council's policy are to ensure that: -

- the performance of the University in health and safety is exemplary and fully in compliance with all legal requirements,
- duties and responsibilities throughout the University are clearly articulated in guidance and instructions,
- it is kept informed of, and alert to, relevant health and safety risk management issues, and
- performance is periodically reviewed and any lessons are applied.

To give effect to that policy, the Council has: -

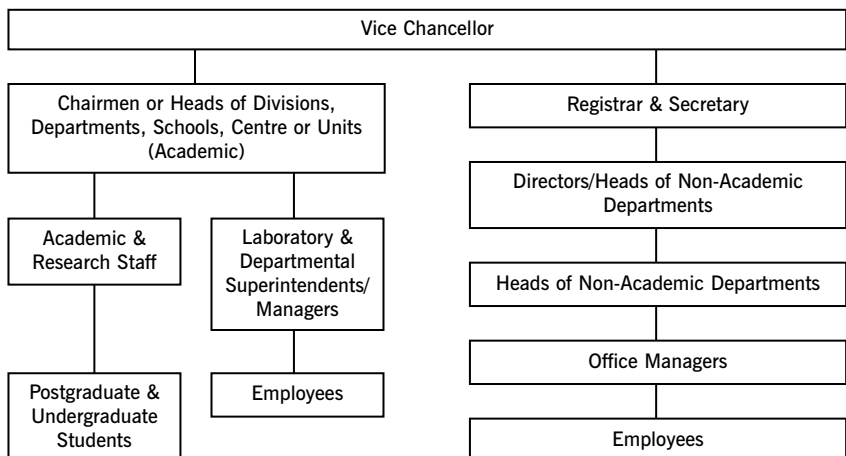
- approved the organisation and arrangements for management of health and safety in the University (see full Code of Practice)
- constituted a Health and Safety Committee of the Council to oversee the arrangements
- appointed a representative of Council to provide the link between Council and the health and safety management function in the University,

and the Council will: -

- receive, and where necessary act upon, periodic reports from the Health and Safety Committee
- receive and publicise an Annual Report from the Health and Safety Committee on the University's performance, and
- arrange for the review of the organisation and arrangements, as may be necessary, in light of experience or new legal requirements or guidance from the Health and Safety Executive

## Management Structure and Organisation

Health and safety management functions may be delegated to departmental staff but the responsibility for ensuring that delegated roles are properly executed remains with the senior staff of the University. The management structure is divided into 6 levels: -



## Our Responsibilities

By law we all have a responsibility for safety and it's important that we all understand the extent of that responsibility. We must comply with the University's Health and Safety Policy and Code of Practice, and any other specific legislation, Codes of Practice and guidance relevant to any particular activity. We have a duty while at work: -

- To take reasonable care for our own health and safety and of anyone else who may be affected by our acts or omissions at work. All students and all other persons legitimately on University premises are required to conform to the standards demanded of all employees.
- To co-operate with Heads of Departments and anybody else with specific safety duties, so that they can comply with relevant health and safety legislation, the University's Health and Safety Policy and other relevant codes; and
- Not to interfere with or misuse anything provided in the interests of health, safety or welfare.
- To undertake any mandatory safety training specified by the University.

We must all conduct our activities in a safe manner, in accordance with this Code of Practice and any procedures, legislation and guidance relating to these activities.

In addition **Postgraduate students** must: -

- Ensure that before starting any research work, health and safety requirements, precautions and any special hazards are discussed with their supervisors.
- Ensure that their supervisor checks and countersigns all risk assessments before starting practical work;
- Not attempt to repair or modify any electrical equipment or other apparatus belonging to the department unless specifically authorised to do so.

**Undergraduate Students** will be provided with an Undergraduate version of this Code of Practice and must: -

- Comply with all safety instructions, oral and written given to them, including any part of the main Code of Practice provided by a member of staff;
- Never enter a laboratory, workshop or storeroom unless authorised to do so;
- Never use any material or facility without having first been given specific instructions on the operations to be performed and the precautions to be taken, by the tutor or supervisor, and
- Report any damaged equipment to a member of the academic or technical staff and do not try to repair or modify any apparatus belonging to the department without the permission of a member of academic staff.

# 1. EMERGENCY ARRANGEMENTS

## 1.1 Contacting the University Emergency Control Centre for Emergency Services

- Ring 4444 on any University telephone - give clear and concise information about the location and nature of the emergency to Control Room staff.
- Employees in University departments in local Hospitals ring 2222.
- Ring 999 on a mobile phone or public telephone - give clear and concise information about the location and nature of the emergency. Then notify the Emergency Control Centre on 0114 222 4085 so they can contact relevant University staff.

## 1.2 What to do if you discover a fire

Anyone discovering a fire must raise the alarm by breaking a red fire alarm callpoint. In buildings without fire alarms, shout **"Fire"** loudly to alert all occupants.

To call the Fire Service, go to a safe place and telephone the University Emergency Control Room – see section 1.1 above – and clearly state: -

- The exact location of the fire – room number, floor, building and street (include city if on a mobile phone),
- Whether there are any casualties,
- Whether there are any special hazards,

Tackle the fire with an appropriate fire extinguisher ONLY if it is safe to do so. Your safety and that of others must come first. If you leave the fire, close all doors and windows if it's safe to do so.

Once the evacuation of the building is complete, you should only re-enter when told it's safe to do so by the Fire Service, Safety Services, Estates Services, a Porter or a senior member of your own department.

In larger buildings with "fire zones", you will see flashing warning lights and signs connected to the fire alarm system that light up when a fire alarm is activated in that zone to prohibit entry to the affected zone. They will be deactivated when it is safe to re-enter the area.

## 1.3 General Fire Safety Arrangements

Make sure you are fully familiar with the fire procedure for each building in which you work. There are "Fire Action Notices" giving the local procedure in every building. All users of a building should: -

- Commit the emergency procedures to memory.
- Note the locations of the telephones nearest to your work area.
- Note the locations of the nearest fire extinguishers appropriate to the type of activity being undertaken.
- Know the locations of the various escape routes, and don't forget lifts must not be used after the fire alarm has been activated.

## **Note: -**

- Fire evacuation drills are held every year in most buildings to help familiarise you with the sound of the alarms and the procedures to be followed.
- Staff and postgraduate students must either attend a general fire training lecture or perform the web-based fire training seminar and assessment annually.  
New starters at the University are expected to attend a fire lecture in their first year with us.
- The fire alarm is either a continuous ringing bell or a continuous two-tone electronic sounder. If you hear this alarm you must evacuate the building immediately by the nearest safe exit, which may or may not be an emergency/fire exit and proceed to the designated evacuation assembly point for that building. Anyone failing to evacuate a building when a fire alarm sounds (other than for pre-warned tests lasting no longer than 30 seconds) may be subject to disciplinary action.
- Fire alarms are tested weekly in all buildings with alarm systems. A notice is displayed in the main entrance to each building on the day as a reminder that the alarm is to be tested. The alarm will sound for a maximum of 30 seconds. If it sounds for longer, treat it as a real emergency and evacuate the building.
- Don't obstruct access to premises for fire appliances and ambulances, these must be maintained at all times. Don't block external exits to buildings.
- Wherever possible make arrangements in advance to ensure that help will be available for disabled staff and students if the building needs to be evacuated. Safety Services can provide guidance on the type of help that may be necessary.

## **1.4 How to deal with Accidents, Injuries And Serious Medical Emergencies**

- Make sure it is safe to approach the casualty. If not, and it can't be made safe without risk to yourself, call the emergency number (4444) immediately (see section 1.1).
- Otherwise give first aid to the casualties if you know how. If not, call a qualified First Aider or Appointed Person to help as soon as possible. For serious injuries or medical emergencies also call the emergency number (usually 4444) and ask for an ambulance.
- For minor injuries, first aid is usually sufficient. The names of the nearest qualified First Aiders and Appointed persons can be found in First Aid boxes in departments. University Health Service (for students) or the Staff Occupational Health Unit will give advice where reassurance or a qualified opinion is felt appropriate.

## **1.5 For Serious injury requiring hospital attendance –**

- Call the emergency number (usually 4444) and ask for an ambulance.
- If the casualty is conscious and able to walk then it may be quicker to take them to the hospital by car or taxi.
- The Northern General Hospital Accident & Emergency Department is operational 24 hours a day. The Royal Hallamshire Hospital has a Minor Injuries Unit that operates from 0800 hours to 2000 hours.

## **1.6 First Aid Provision In Departments**

- Larger office-based departments need at least two persons with a full, current First Aid at Work certificate during working periods. Smaller, low-risk departments will need at two Appointed Person. First aid cover must allow for expected absences such as annual holidays.
- All departments must have one or more first aid kits, according to the nature of their work and the physical layout of the department. The kit(s) must be stocked according to the approved list, which can be found on the information page of the Safety Services web site.

## **2. REPORTING OF ACCIDENTS, INCIDENTS, INJURIES & OCCUPATIONAL ILL-HEALTH**

### **2.1 Accidents Books and Accident Reporting**

- All Departments must have at least one Accident/Incident report book. Further copies are available from Safety Services.
- All accidents, however small, which happen to University staff or students carrying out university activities, or which happen to anyone on University premises must be reported.
- After giving the injured person appropriate first aid, ring Safety Services on Extns. 26100 or 26198 immediately if anyone required hospital treatment as the result of a serious accident, as the incident may need to be reported to the Health and Safety Executive as soon as possible.
- Let Safety Services know if an employee has been absent or employed on restricted work for more than 3 days as the result of an injury or illness caused at work.
- For all accidents fill in a report form as fully as possible, get a responsible person to sign it and send the blue copy to Safety Services within 24 hours. Send on any additional information that becomes available as soon as possible. Remove and file the white copy securely.
- Outside normal working hours, the Emergency Control Centre should be contacted on 24085 and requested to pass on the details of any accident or incident to a member of Safety Services' staff.

### **Dangerous Occurrences/Incidents**

- Report any incident which had the potential to cause injury, but didn't, as outlined above, so that preventative measures can be considered or implemented if necessary. If any of the Dangerous Occurrences listed in the front of the Accident Report Book occurs, telephone Safety Services immediately, then complete an Accident/Incident Form with all relevant details of the incident and send it to Safety Services within 24 hours, as these must be reported to the enforcing authority. All fires, however small, should be reported.

## Occupational Ill-health

- If you suffer from ill-health which you believe is caused by, or related to your job in the University, record the details on an Accident Report form. The Staff Occupational Health Unit or University Health (for students) can provide guidance or advice in this matter.

## 3. GENERAL CONDUCT

- You must comply with all safety signs e.g. maximum loading and restricted area notices, danger and no entry signs, illuminated alerts, alarms etc., which are installed after careful consideration. Use safety devices as intended.
- Smoke detectors can be activated by steam, dust, aerosols or cooking fumes as well as smoke from a fire or cigarettes. In areas where smoke detectors are provided take care to avoid creating conditions that could activate the fire alarm.
- Do not wedge open doors marked “FIRE DOOR - KEEP SHUT”. Report any that fail to close properly to Estates Helpdesk on 29000 immediately. In some buildings, fire doors are held open by electromagnets that release automatically when the fire alarm sounds. These doors have a sign stating “AUTOMATIC FIRE DOOR - DO NOT OBSTRUCT” as they must close properly to operate effectively in a fire. Doors marked “FIRE DOOR KEEP LOCKED SHUT” must be kept locked.
- Keep corridors and staircases clear, they must not be used as work or storage areas, either on a temporary or permanent basis. Emergency escape doors must be kept available for use whenever the building is occupied.
- Make sure fire-fighting equipment is unobstructed, visible and readily available. Extinguishers should not be moved from their designated locations unless needed for fire fighting purposes.
- Always read the manufacturers or suppliers’ operating instructions before goods or equipment are used. Ask the manufacturer or supplier to demonstrate how to use the equipment if the equipment is complicated, or for clarification if you feel the instructions are vague.
- Store materials and containers safely, and ensure you have adequate access to them and room to lift or handle them safely. Make sure they are properly labelled
- Dispose of waste properly. Waste bins should only be used for paper etc that can be safely emptied into appropriate bags by cleaning staff. No waste must be allowed to cause a safety hazard to anyone who may have to handle it. [*Also see the ‘Waste Management’ procedures on the Energy and Environment web pages of the Estates Services site and section 1.9 in Part III of the full Code of Practice.*]
- Make sure you are aware of potential hazards involved in any task or activity you intend to do and of the precautions you need to take to stay safe. If there are significant risks then a formal risk assessment must be made.
- To avoid “slip and fall” accidents, take special care where the levels or finish of floor surfaces change, when floor cleaning is in progress and on steps or stairs. Clear up any liquid spilt on the floor immediately. Even in an emergency it is usually better to walk quickly than to run. Avoid wearing extreme fashion shoes at work, and in laboratories and kitchens flat-heeled non-slip shoes with covered toes are advisable.

- Running, throwing things and “larking about” are strictly prohibited.
- We all have safety responsibilities but unfamiliar areas may contain unexpected hazards. Make sure that cleaners, contractors, maintenance staff and other visitors to your department are aware of any potential dangers. Visitors are not allowed to enter laboratories or other high-risk areas, or interfere with other people’s work.
- Children on University premises must be accompanied and controlled by a responsible adult at all times. Children are not allowed on the Paternoster lift in the Arts Tower.
- Animals (other than nationally recognised support dogs) must not be brought into University buildings, nor should they be exercised on University property in such a manner as to cause nuisance to others.
- Smoking is prohibited in all University buildings except in bars and licensed areas, where ashtrays must be provided and smokers must be careful to extinguish all matches, cigarettes etc properly.
- All workplaces should have reasonable access to a room thermometer.
- Bicycles are not allowed inside University’s buildings. Cyclists should use the cycle parking facilities available throughout the campus.
- Where safety signs or risk assessments indicate that you require specific items of protective clothing or equipment to keep you safe from harm, then you are legally required to wear the clothing or use the equipment identified. Make sure it is looked after, regularly cleaned and replaced when necessary.

#### **4. SAFE WORKING IN DEPARTMENTS & RISK ASSESSMENTS**

As part of the University’s commitment to your safety, your department is required to provide you with relevant safety information as soon as possible after you join us. This will include information about various policies and procedures in this booklet as well as other procedures and rules specific to your department, for example the names of safety personnel, the fire evacuation procedures for your building, accident and incident reporting procedures, location of first aid boxes and First Aiders, and the training you will need to operate equipment or carry out procedures safely, etc.

All activities which expose you or your colleagues to “significant risks” must be assessed for risks by a “competent person, and where necessary, suitable controls implemented or “safe working procedures” developed which should be followed at all times. Get advice or assistance from Departmental Safety staff or from Safety Services where necessary. Your safety is important to us and we do not expect you to perform any activity that could cause you harm or injury. Types of activities where risk assessments are required include: -

- Working with Display Screen Equipment
- Working at height, or at depth, or in a “confined space”
- Working outdoors, or in very hot or very cold conditions, or in the vicinity of vehicles. This includes Fieldwork and student placements
- Lifting and handling activities involving loads of greater than 5 kg or requiring repetitive movement or unnatural postures.

- Working in areas with trailing cables, uneven floor surfaces or tripping hazards.
- Work with powered mechanical equipment (electrical or internal combustion engines). Driving vehicles for work purposes.
- Working with harmful substances, including bleaches.

The risk assessment should address what happens in the workplace and must consider all groups of employees and others who might be a particular risk, such as young workers and new and expectant mothers. Assessments must be “suitable and sufficient”.

**Step 1** – look for the hazards by visually inspecting your workplace and consulting with those working there, looking at manufacturers instructions or data sheets and considering accident and health records. Include the above list in your considerations.

**Step 2** – decide who might be harmed and how.

**Step 3** – evaluate the risks arising from the hazards. You need to consider the severity of the effect, how many people might be affected, and the likelihood of harm being realised. Then decide whether existing precautions are adequate or whether more should be done. If more needs to be done, either remove the hazard altogether or, if this cannot be done, control the risks. Only use personal protective equipment as principal protection if nothing else can reasonably be done.

**Step 4** – record your findings.

**Step 5** – review the assessment annually and revise it if necessary.

Your department should inspect your workplace regularly to check that you are operating in a safe manner, that proper procedures are being followed, that waste materials are not allowed to gather and create a fire risk, that cables are tidy and that equipment is being operated properly and is safe. You are expected to cooperate with your department and operate in a safe manner.

## 5. OFFICE SAFETY

Paper is the basic raw material in most offices, and yet it is combustible, it is heavy in bulk, and stacks of paper can slide, knocking over other items. Safety consciousness is as important in an office as in a laboratory.

- Make sure you have plenty of safe storage for materials, and that containers are properly labelled. Don't leave materials or equipment where people may fall over them, or piled on top of cupboards and cabinets.
- Don't overload cupboards, cabinets or shelves. If necessary, secure cabinets and cupboard units to walls and keep enough weight at the base to minimise the tendency for units to overbalance. Never open more than one drawer in a filing cabinet at any one time, whether or not a safety interlock is fitted.
- Always close cupboard doors and drawers when not in use as they can be trip or contact hazards and cause injury.
- Take care lifting and moving materials and equipment. If the handling operation is significant an assessment should be carried out first. Get help when moving heavy or bulky objects, especially if they restrict your view.

- Never stand on chairs. To reach items at height, always use properly designed ladders or steps, which should be kept in good condition and used with care. Inspect them regularly, and if damaged, take them out of service until repairs are made.
- All office equipment must be operated according to the manufacturer's instructions, and guards and covers must be kept in position unless removed by authorised personnel carrying out essential maintenance. **Never start a machine unless you know how to stop it in an emergency.**
- Keep hair, clothing, jewellery etc clear of moving machinery, even when guards or interlocks are in use.
- Check electrical equipment, plugs and cables regularly for damage. After use, switch off all electrical equipment and where possible, switch off wall sockets and pull out plugs. Electrical repairs must only be done by electrically competent staff.
- Keep combustible materials clear of heaters, light fittings and hot running equipment.
- Protect electrical and telephone leads from heat and abrasion and position them so that no one can trip over them causing damage to plugs or equipment they supply.
- Adequate lighting and ventilation must be maintained at all times.

## Display Screen Equipment (DSE)

- "Users" are identified as persons who depend on the use of DSE to do their job and use them for 1 - 2 hours a day or 10 hours a week on average.
- Anyone defined as a DSE "user" should be trained in the proper use and adjustment of the equipment by the Departmental DSE Trainer.
- Workstations should be assessed for compliance with the relevant Regulations by a DSE Assessor and improved as necessary.
- Work of DSE users must be planned so that there are periodic breaks or changes of activity to reduce the workload. Short frequent breaks or changes of activity are better than occasional longer breaks, so a 5-minute break every 50-60 minutes is likely to be better than a 15 minute break every 2 hours.
- DSE users are entitled to free eyesight tests on request and corrective lenses if required specifically for DSE work. See the relevant policy on the Safety Services web site. DSE users are entitled to further tests at regular intervals if required.

## 6. ELECTRICAL SAFETY

- Estates Services is responsible for mains electricity supplies up to socket outlets in your workplace. Where the supply to an item of equipment is via an isolator and flexible armoured cable directly to the starter, defects in the supply to the starter must be rectified by Estates Services staff or their appointed contractors, not departmental staff.

- Departments are normally responsible for the electricity supply from socket outlets to items of (departmental) electrical equipment, and for ensuring that such equipment complies with relevant Regulations and standards. Domestic equipment is usually unsuitable for workshops and offices.
- Portable electrical equipment used at work must be tested and tagged by a competent person, at appropriate intervals, to indicate it is safe to use. “All insulated” and “double insulated” equipment needs no earth connection and will be marked as such.
- External metal casings of fixed and portable electrical equipment, cables and conduits must be earthed, and to ensure the insulation remains effective, equipment should be tested by a competent person, at appropriate intervals.
- All electrical items should be formally inspected visually for signs of damage mid way through the testing period.
- We are responsible for checking that cables and plugs of electrical appliances are undamaged before we use them and that test dates are not exceeded. Ensure all wiring, whether permanent or temporary, is neat, orderly, safe and sited so that it doesn't create a tripping hazard or likely to be damaged. Report all defective items, including plugs and leads immediately to the person responsible for initiating repairs.
- If you need to connect more than one piece of equipment to a single mains socket, you must use a properly manufactured distribution board incorporating a 13-amp fuse, not a multiway adapter.
- Equipment must be sited to avoid contact with water or contamination by other liquids. Where there is a danger that electrical apparatus may come into contact with water, the supply should be protected by a Residual Current Device (RCD).
- Electricity is extremely dangerous and only electrically trained, competent persons must carry out repairs and adjustments to electrical equipment and machinery.

## **7. MANUAL LIFTING, CARRYING AND HANDLING**

- A competent person must assess manual handling tasks exposing people to significant risks before the task starts. Any reasonably practicable measures you can take to reduce the risk should be implemented e.g. using mechanical aids.
- When lifting from the ground, keep the back straight but relaxed and use the leg muscles to perform the lift. Avoid snatching, twisting and over-reaching.
- Don't lift a load that is unduly heavy or bulky. Always get help or break the load down into smaller, more manageable components.
- Anyone whose job requires regular manual handling should be trained to carry out the work properly. People who regularly lift and carry heavy items should wear protective clothing, including safety shoes with steel toecaps and suitable gloves.
- When team lifting, plan the lift carefully in advance and be clear from the outset who is acting as leader.

## 8. WORKING OUTSIDE NORMAL HOURS

Departments define their own “normal working hours”, which will generally be between 0730 am and 1800 pm Monday to Friday. Outside these times (including weekends, Bank Holidays and Christmas / New Year) is deemed “out of hours”, and to work during such periods you: -

- Must understand our emergency arrangements and know what to do in the case of Fire, Accident or other foreseeable emergency, including the importance of accident reporting. To do this you must undertake fire training annually and an elementary general safety session every 3 years to fulfil first aid requirements, unless exempt (qualified nurse, qualified physician or current certificated first aider).
- Must get the written permission of your Head of Department and for students, practical work must have your supervisor’s prior approval.
- Must not carry out practical or experimental work where there is risk of personal injury. Out-of-hours work should be limited to low risk activities, e.g. library work, computing, writing reports and making non-risk observations.
- Postgraduates must not work alone and must be within shouting distance of a colleague. Undergraduates are only allowed to work out-of-hours under the direct supervision of a member of staff except in libraries or designated computer multi-terminal rooms. If a Head of Department permits out-of-hours working for a particular group of undergraduates, a proper assessment of the risks associated with those activities must be made and appropriate supervision and safety measures implemented.

In low risk areas, Heads of Departments may allow untrained staff to work outside normal hours alongside other trained staff on an exceptional basis, but only when there is adequate trained supervision and first aid cover. This is to provide flexibility for Heads of Departments to arrange additional help when, for example, moving offices over weekends.

Additional requirements for Out of Hours working are: -

- Departments must operate a signing in and out system for those working outside normal hours. This should be located in the main entrance to the building or other suitable location.
- Evening lectures and night school classes must be signed in and out by the person in charge of the class who is responsible for the “students” in an emergency. Emergency Control Centre should be informed of evening lectures.
- Prior permission is required from your Head of Department, or nominated officers, for visitors to accompany you into the department outside normal hours. Visitors must be accompanied at all times during their visit and Heads of Departments may require a declaration to this effect. Failure to do so may result in withdrawal of authorisation to work outside normal working hours. “Blanket” permission may be approved in special cases where there is very low risk and you can provide constant supervision.

- Visitors must sign their names in the “Out of Hours” register and give their status as “Visitor”.
- In all buildings, if you hear the fire alarm make your equipment safe, leave the building by the nearest safe exit and proceed, via the outside of the building, to the main entrance. Sign out, if you can do so safely then go to the evacuation assembly point. If you can't sign out try to get the names of those who have left the building and let the Fire Service know as soon as possible. Staff in charge of lectures/classes should sign out (or inform the Fire Service) on behalf of the class, once they have determined that everyone in that group is out of the building.
- Do not re-enter the building until a responsible person has given clearance, even if the alarms have been silenced. Follow the requirements of the Emergency Arrangements at the beginning of this abbreviated Code of Practice.

## **9. SERVICE PERSONNEL, VISITOR & CONTRACTOR ACTIVITIES**

- Cleaners, Porters and other service personnel should familiarise themselves with the local safety rules of the department in which they normally work and ensure they comply with all warning notices, especially in areas indicated as “PROHIBITED” or “RESTRICTED” except by agreement by the Department management.
- Visitors must be made fully aware of the University's fire and emergency procedures.
- All contractors and visitors to the University must comply with the main Code. Further information on activities involving Contractors can be found in section 14 of this Code

## **10. ASBESTOS**

- Many of our buildings contain asbestos, which was incorporated into various types of board, insulation and soundproofing. It can be found in the spaces above false ceilings, in cable runs and risers between floors, around pipes and boilers, as a covering for steel supports, and even in fire doors and behind panel walls.
- Asbestos is relatively safe until it is disturbed, when it releases fibres that are able to penetrate into the lungs. The greater the disturbance the greater the release of fibres.
- Put your safety first – ask Estates Services to carry out any minor structural works you need doing – they will check for asbestos at the same time.

## **11. DISABILITY EMPLOYMENT POLICY**

The University Policy on disability issues can be found on the HR Department, Personnel Services web site, Staffing Policies & Procedures A – Z.

## 12. REPORTING HEALTH AND SAFETY CONCERNS

- If you are concerned about something you do or have seen, and feel that it exposes you or others to health and safety risks, tell a member of your Department's management or Safety Officer immediately. If your concerns aren't dealt with in a reasonable timescale, then you should either refer the issue to the department's Safety Representative or raise the concern officially in your Staff Student Committee or similar forum.
- If the Department is unable to resolve the matter then the Department will refer the matter to Safety Services. If necessary the matter will be referred to the University's Health and Safety Committee. The Department will ensure that you or the Safety Representative will be kept fully informed as to the progress of the matter of concern.

## 13. TRADE UNION SAFETY REPRESENTATIVES

- Trade Unions Safety Representatives are empowered to carry out inspections in workplaces with a view to monitoring the University's procedures in relation to health and safety, the systematic sampling of particularly dangerous activities, processes or areas and the investigation of accidents.
- Safety Representatives should carry out their inspections with Departmental Safety staff or others nominated by the Head of Department.
- Safety Representatives should raise health and safety concerns initially with the appropriate Departmental Safety Officer who should consult as necessary with the Head of Department. Where matters cannot be resolved at departmental level, the Department or Safety Representatives should involve Safety Services and if necessary, the matter will be brought before the Health & Safety Committee.

## 14. STRUCTURAL WORK, MAINTENANCE WORK & MANAGING CONTRACTORS

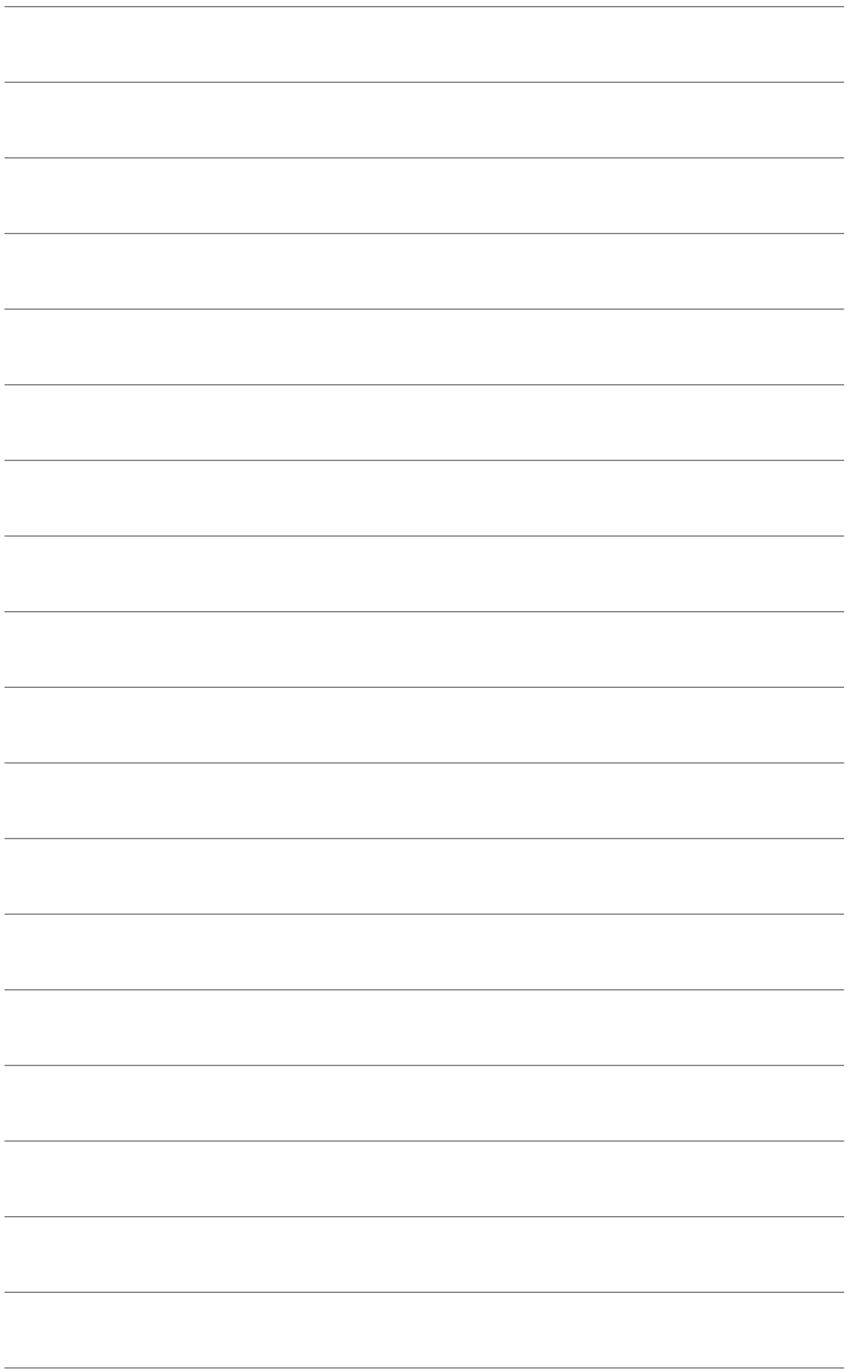
- If you intend to carry out any work involving Contractors in your area that affects the structure, facilities, fixed equipment, or services, of the building where you work, then you must inform your Departmental Management who should ensure that the work is discussed with Estates Services in advance to check whether it falls under various construction legislation. If the work is "construction" as defined by the *Construction (Design and Management) Regulations 2002*, then Estates Services must manage that work according to their procedures. More information can be found in the full Code of Practice.
- **A Contractor** is anyone you get in to work for you who is not an employee – this may be for maintenance, repairs, installation, construction, cleaning, clearing drains or waste, transport, etc. The University has a responsibility to ensure the health and safety of people at work on our sites who are not employees under Section 3 of the *Health and Safety at Work Act 1974*. This includes contractors.

- If contractors are to be used for **non-construction type contracts** (e.g. cleaning and window cleaning, cutting grass, transporting items, catering, painting, calibration engineers and similar, etc) Heads of Departments must train and nominate a person, or group of persons, to manage contractors' activities to ensure they comply with legal requirements, and with agreed precautions and procedures. They will also be the contractor's point of contact during the contract, and will ensure that all relevant information is provided to the contractor to comply with the *Management of Health and Safety at Work Regulations 1999*.
- As part of the contractor's responsibility, they must ensure that their activities do not expose University staff, students and others legitimately on University property, to risks to their health and safety.
- Contractors should conduct their work and conform where appropriate to the full Code of Practice, e.g. they must ensure that their staff are aware of the various alarms and follow procedures applicable to visitors under such circumstances.
- For further information on "Choosing a Contractor" and on the various requirements you need to take account of, refer to the main Code of Practice on the Safety Services web pages.

## **IN THE EVENT OF FIRE OR SERIOUS INJURY RING 4444**









The University of Sheffield

**Safety Services**

40 Victoria Street, Sheffield S3 7QB

Tel: 0114 222 6198 | Fax: 0114 276 8741

Email: [safety@sheffield.ac.uk](mailto:safety@sheffield.ac.uk) | Web: [www.shef.ac.uk/safety](http://www.shef.ac.uk/safety)