

- 3.9 University buildings in general are not designed with children in mind: while on University premises they must be accompanied and controlled by a responsible adult at all times.
- 3.10 External students must not attempt to repair or adjust electrical equipment. Defective machines, leads, plugs etc, must not be used and the defect reported to a member of staff.

4 Work Outside Normal Hours

(Approximately 6.00 pm until 8.30 am and during weekends)

- 4.1 Nobody should normally work alone in a building: he/she should be within easy hailing distance of a colleague. Hazardous or potentially dangerous operations are forbidden.
- 4.2 With the exception of lecture sessions, departments must operate a signing in/signing out system which must be used by everyone. In larger buildings, this will normally be centred at the Porter's Lodge.
- 4.3 Lecture sessions must be notified to the appropriate Porter's Lodge and the lecturer should sign in and out on behalf of his/her class for who he/she will be responsible in the event of an emergency. Lecturers in charge of classes should have attended suitable training for out-of-hours work.

Conclusion

These notes have been prepared on the assumption that most external and evening students will be engaged in desk-based activities. If you are engaged in any scientific/engineering work, then you must obtain a copy of the main University Code of Practice for Health and Safety from the member of staff in charge of your course and **READ IT** carefully.



The
University
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The
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Safety
Services.

Health & Safety Code of Practice.

For Short Course & Adult Education
Students

1. Introduction

This short document is designed to help you to work safely and to conform to the requirements of the University's Code of Practice for Health and Safety. All external teaching staff should have a copy of the full Code of Practice and evening or part time students can find this on www.shef.ac.uk/safety/fullcop.pdf

In its safety policy, the University agrees, as the law requires, to take reasonable care with regard to the health, safety and welfare of all its staff and students. The law also requires employees to take reasonable care of their own safety and that of anyone else who may be affected by their acts or omissions. All students of the University, including those attending evening classes, special courses and part time are expected to conform to this standard.

2. Emergency Arrangements

In case of emergency, the best way of getting help from the Fire Service, Police, Ambulance Service and for any other life threatening emergency (eg gas leaks) is by using the University telephone system and calling **4444**. If you are calling from a mobile phone, the number is **0114 222 4444**.

2.1 Fire Emergencies

Ensure that you memorise the fire procedure, which will be displayed on the 'FIRE ACTION' notices, for any buildings in which you spend time.

If you discover a fire:

1. Raise the alarm by breaking a RED glass call point.
2. Call the Fire Service using the emergency number. It is especially important to give as much information as possible about the exact location of the fire, room, floor, building name and full address
3. Shut the door to contain the fire.
4. Leave by the nearest safe exit and go to the Assembly Point stated on Fire Action Notices.

If you hear a continuously sounding fire alarm - either a bell or a two-tone electronic siren:

1. Shut down any equipment you are using.
2. Leave the building by the nearest safe exit. Do not stop to collect personal belongings.
3. Do not use the lifts.
4. Go to the assembly point and remain there until informed that it is safe to return.
5. If you believe that anyone may be missing or injured, ensure that a Fire Officer or other responsible person is informed.

The Firth Court and the Alfred Denny Buildings have a zoned fire system. You must **not** go into any area of the building past an illuminated sign saying 'FIRE - DO NOT ENTER', whether or not a fire alarm is sounding.

2.2 Personal Injury or Illness

In the event of illness or injury, send quickly for the nearest person trained in first aid. The names of such personnel can be found inside the lid of every University first aid box.

If an Ambulance is required, call the emergency number for the building concerned (usually 4444), and pass details of the incident. Be particularly careful to give the correct location of the casualty.

2.3 Reporting Accidents

All accidents occurring on University premises must be reported immediately to a member of staff. An accident report must be completed and forwarded to Safety Services within 24 hours of the incident. If the injured person has required hospital treatment, Safety Services must be notified as soon as possible, by telephone (26200 or 26198) during the normal working day or if the incident occurs out-of-hours then the Emergency Control Centre (24085) must be notified.

3 General Conduct

- 3.1 Safety signs, warning notices, illuminated alerts, alarms and the like are installed only after careful consideration. **Their message must not be ignored.**
- 3.2 Doors marked 'FIRE DOOR - KEEP SHUT' must not be wedged open or prevented from closing. Similarly, the sign 'AUTOMATIC FIRE DOOR - DO NOT OBSTRUCT' must be obeyed. Report any defects to a member of staff.
- 3.3 Corridors and staircases must provide safe circulation and routes of escape in an emergency. They must not be used as working or storage areas or as improvised cloakrooms.
- 3.4 Fire fighting equipment must be kept free of obstruction and readily available. It is an offence to use it in any circumstances other than a fire.
- 3.5 Everyone must satisfy themselves that they are aware of the potential hazards of any task they are about to undertake and of the safety precautions that are appropriate. If in any doubt, consult an expert in the job.
- 3.6 Running, throwing and similar acts of 'horseplay' are strictly forbidden. Even in an emergency, it is usually safer to walk quickly than to run.
- 3.7 'Slipping and Falling' is the most significant category of accident within the University. You should take particular care on steps and stairs, where the level or finish of floors change and when floor cleaning is in progress. Any liquid spilt on the floor must be mopped up immediately.
- 3.8 Unfamiliar areas may contain unexpected hazards. You must not go into any area which is not required or permitted as part of your study course.