



The
University
Of
Sheffield.

Safety
Services.

Health & Safety Code of Practice.

Undergraduate Students

Introduction

The University is committed in its Safety Policy, to provide as required by law, a safe environment for you to live and work while you are a student in Sheffield.

For your part you are expected to observe the same safety standards which the law would require of you if you were an employee. That is:

- a) You must take reasonable care for the health and safety of yourself and of all other people who may be affected by your acts or omissions in all your University activities.
- b) You must cooperate with your Head of Department and any other person having specific safety duties, so that you and they can comply, so far as is necessary, with relevant health and safety legislation, codes etc and with the University's health and safety policy and code of practice.
- c) You must not interfere with or misuse, intentionally or recklessly anything provided in the interests of health, safety or welfare, including fire equipment.

Emergency arrangements

You must ensure that you know what to do in the event of an emergency around the University; where you work, where you spend your spare time and where you live. Your life and that of other people may depend on it.

In case of emergency, the best way of getting help is by calling the emergency number. In most of the University main academic buildings this will be by calling 4444 on the nearest safe University telephone. This number can be used in case of Fire, if you require Police or Ambulance and for other emergencies such as large chemical spills or gas leaks.

In residential areas, the local Fire, Police or Ambulance can be summoned by calling 999 on any British Telecom telephone. You should note, however, that some buildings have other emergency numbers. The emergency number for any building will be shown on the fire notice displayed in that building.

Before you make any emergency call, remember that the person receiving the call will need to know the exact location of the incident, so make sure that you have this information available. Do not ring off until they tell you to do so.

What to do in case of fire

You must ensure that you memorise the fire procedure for any area in which you find yourself. It will be found on a blue and white notice.

If you find a fire:

1. Raise the alarm
Depending on the building this may be by shouting, or by breaking a glass call point.
2. Call the Fire Service
You can do this by calling the Emergency number (4444 in most academic buildings) from a safe place and giving the details.
3. Shut the door to contain the fire.
4. Leave by nearest safe exit and go to the assembly point.

If you hear a continuously sounding Fire Alarm (either a bell or a two-tone electronic sounder), then:

1. Shut down any equipment which you are using, if safe to do so.
2. Leave the building immediately by the nearest safe exit. This will often be an emergency exit and not the one you usually use to get in and out of the building. Do not stop to collect personal belongings: this is one of the most common reasons for people dying in fires at work. However, in residential buildings, at night, you must get up quickly, put on substantial shoes and a warm coat before leaving the building.
3. Do not use lifts. You may become trapped.
4. Go to the Fire Evacuation Assembly Point for the building concerned and remain there until informed by the Fire Service or a responsible person that it is safe to return.
5. If you believe anyone to be missing or injured, make sure that you inform a Fire Officer or a member of Safety Services immediately.

The Royal Hallamshire Hospital and some parts of the Northern General Hospital have a two stage fire alarm. No action is usually required when an intermittent alarm sounds, but you must evacuate as usual if the tone becomes continuous. If you work in hospital-based departments you must familiarise yourself with the local emergency procedures.

Some areas of the University (eg Firth Court Alfred Denny Building) have a sub-zoned fire system. You must not go into any area past an illuminated sign saying 'FIRE – DO NOT ENTER', whether or not a fire alarm is sounding.

Fire doors must be kept shut at all times and must never be wedged open.

Failure to evacuate in the event of a fire alarm sounding may result in disciplinary action being taken against you.

What to do in the event of accident or serious illness

If a serious accident happens, then the actions of the nearest person may be life-saving. Even if the accident is small it is important to act correctly.

If a qualified First Aider or an Appointed Person is available, send for them quickly. Then call for an ambulance if you think one is needed by ringing the emergency number (usually 4444 in most academic buildings). You can find the names of the nearest first-aid trained personnel by looking inside the lid of any University First Aid box.

All accidents which happen on University premises or to University personnel on official activities must be reported immediately to a member of staff and an accident report must be completed. This must be sent to Safety Services within 24 hours. In addition, Safety Services must be telephoned immediately if anyone has been taken to hospital or if they are away from normal activities for more than 3 days as a result of an accident.

General conduct

1. You must obey all safety signs and warnings. Maximum loading and restricted area notices, danger and no entry signs, illuminated alerts, alarms and the like are installed only after careful consideration. Their message must not be ignored.
2. You must comply with all safety instructions, oral and written. For example, you may not enter a laboratory or storeroom in the absence of the appropriate member of staff unless specific authorisation has been given by the Head of Department.

Inappropriate use of apparatus and machinery can have disastrous results. Consequently as an undergraduate you may not use any material or facility without having first been given, by your tutor or supervisor, specific instructions on the operations to be performed and the precautions to be adopted.

3. You must not attempt to repair or modify any apparatus without the permission of a member of academic staff. Any faulty or damaged equipment must not be used and must be brought to the attention of a member of the academic or technical staff.
4. You are responsible for keeping your work area tidy and in a safe condition. You must ensure at the end of each day, that the area is safe and secure. At the end of an experiment or project, you are responsible for ensuring that everything is cleared away and that unidentified substances are not left behind to create a potential hazard or disposal problem.

5. Doors marked 'FIRE DOOR – KEEP SHUT' must not be wedged or otherwise fastened in the open position. If they fail to close of their own accord, this must be reported to a member of staff. Similarly, the sign 'AUTOMATIC FIRE DOOR – DO NOT OBSTRUCT' must be complied with.
6. 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.
7. 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.
8. Running, throwing and similar acts of 'horseplay' are strictly forbidden. Even in an emergency, it is usually safer to walk quickly than to run.
9. 'Slipping and Falling' is the most significant category of accident within the University. You should take particular care where the level or finish of floors change, when floor cleaning is in progress and on steps and stairs. Any liquid spilt on the floor must be mopped up immediately.

Work outside normal hours

No undergraduate is permitted to work out-of-hours in an academic building (except a library or a designated computer multi-terminal room) without the permission of the Head of Department.

If this permission is given, you must not work alone or undertake any experimental work unless supervised by a member of staff.

With the exception of lecture sessions, you must sign in and out of the building where you are working and be familiar with the emergency arrangements for that area.

A final reminder

If you are in doubt about any procedure or other safety matter, it is vital that you seek the advice of your supervisor or Departmental Safety Officer.

Never be afraid to do this!

Your life may depend on it!



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