



The University of Manchester

**FACULTY OF HUMANITIES**

**HEALTH AND SAFETY POLICY AND GUIDANCE NOTES**

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(Head of Research, Planning and Business Engagement)

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## How to use this Policy

This policy is divided into four main sections:

1. Faculty of Humanities Health and Safety Policy Statement
2. Organisation and structure of health and safety in the Faculty of Humanities
3. Responsibilities of supervisors and line managers
4. Duties of all Faculty staff

## The Essential Guide

To help navigate through this policy, the table below highlights the **essential** sections that should be read by members of staff in advance of commencing work in the Faculty. This list should be used in particular when inducting new staff, but does not negate the need to reference other relevant sections.

## Information for ALL members of staff

- 4.1 Accidents and near-miss Incidents
- 4.3 Bomb threats and serious incidents on campus
- 4.4 Children on University premises
- 4.5 Contractors/visitors
- 4.6 Control of Substances Hazardous to Health (COSHH)
- 4.7 Display screen equipment
- 4.8 Driving at work
- 4.9 Electrical safety
- 4.10 Emergency contacts
- 4.11 Equipment
- 4.16 Fire safety
- 4.17 First aid
- 4.21 Gas
- 4.24 Health and safety arrangements: working across organisational boundaries
- 4.25 Health and safety training
- 4.26 Homeworking
- 4.28 Lone working
- 4.29 Manual handling
- 4.31 New staff
- 4.32 New and expectant mothers
- 4.34 Out of hours working
- 4.36 Personal Emergency Evacuation Plans (PEEPS)
- 4.37 Personal Protective Equipment (PPE)
- 4.40 Premises – guidance on occupying and vacating premises
- 4.42 Risk assessments
- 4.43 School and local health and safety committees
- 4.44 Slips, trips and falls
- 4.45 Smoking and E-cigs
- 4.48 University Safety, Health and Environment Committee (SHEC or SHE)
- 4.49 Waste
- 4.50 Wellbeing
- 4.51 Work Equipment Regulation 1998
- 4.52 Work experience
- 4.53 Working at height
- 4.54 Young people at work

**Additional information specific to lab-based members of staff**

- 4.12 Equipment at elevated pressure or under vacuum
- 4.13 Equipment requiring long term water and electrical supplies
- 4.18 Fridges and freezers
- 4.19 Fume cupboards
- 4.20 Gas cylinders
- 4.22 General laboratory safety
- 4.27 Lasers
- 4.30 Microbiological Safety Cabinets (MBSCs)
- 4.33 Non-ionising radiation
- 4.35 Overnight running of equipment/experiments
- 4.41 Radiation safety
- 4.46 Solvents
- 4.47 Ultrasound

**Additional information specific to the teaching/training of students**

- 4.14 Fieldwork
- 4.15 Fieldwork overseas
- 4.38 Placements
- 4.39 Practical class supervision

**Further information:**

Faculty guidance:

<http://www.humanities.manchester.ac.uk/humnet/policies/healthandsafety/files/Faculty-Health-&-Safety-Policy.pdf>

University guidance: <http://www.healthandsafety.manchester.ac.uk/>

**Queries on content:**

If an aspect of health and safety impacts upon your area of work and is not included in this Essential Guide, please contact the Head of Research, Planning and Business Engagement (E-mail: [Jared.A.Ruff@manchester.ac.uk](mailto:Jared.A.Ruff@manchester.ac.uk) Tel: 0161 275 0288) to ensure inclusion in the next iteration of the document.

## 1. Faculty of Humanities Health and Safety Policy statement

It is the policy of the Faculty of Humanities, The University of Manchester, to pursue the highest standards of health and safety in all its activities, not just minimum compliance with legal requirements, and to seek progressive and continuous improvement in safeguarding the health, safety and welfare of **all** staff, students, visitors and those affected by its activities. The staff of the Faculty of Humanities will do all that is reasonably practicable to ensure that the requirements of current legislation and University health and safety policy are implemented. The Faculty recognises that health and safety is a core management function that should be fully integrated into the management of its key activities. The Faculty will ensure that adequate resources are provided to support this policy, which complements that of The University of Manchester:

<http://documents.manchester.ac.uk/display.aspx?DocID=654>

In particular, the Faculty of Humanities will ensure as far as reasonably practicable:

1. that managers show leadership and commitment to managing health and safety on a day to day basis, at a strategic level, and lead by personal example;
2. the encouragement and acknowledgement of good practice through a process of continuous improvement and compliance with all relevant legislation, guidance and codes of practice;
3. the active management of the risks to staff, students, visitors, and others through the process of hazard identification, risk assessment, risk control, instruction, training, advice, guidance, monitoring and inspection. This health and safety policy document details the counter-measures that have been put in place to deal with these hazards.
4. the implementation of a clear system of safety management procedures by which managers and academic supervisors are responsible for the assessment and control of risks advised and assisted by those who have been trained and are competent to conduct them;
5. the provision and maintenance of a safe and healthy working environment in liaison with estates colleagues and others;
6. the management and maintenance of all premises, equipment, and safe systems of work provided or under its control, or as specified in agreements with others, without risk to health and safety;
7. ensuring where it has control, that the workplace and any means of access and egress is maintained in a safe manner, and that there is liaison with the Estates Directorate about issues that are their responsibility, and where there is a joint responsibility;
8. the provision of appropriate and relevant information such as codes of practice, instruction, guidance, training and supervision to ensure all staff and students are able to discharge their tasks and duties in a competent and safe manner;
9. Staff, students and visitors are encouraged to set a high standard of health and safety at all times, be involved in decisions that affect their health and safety, and promote best practice.

The following should also be noted.

1. Health and safety at work can only be achieved efficiently with the full cooperation of all concerned. This policy document has been produced for your guidance. **It is your responsibility to read it carefully and retain it for reference.** It cannot cover every aspect concerning health and safety matters: if a dangerous practice is not mentioned in the document, that omissions cannot be used as an excuse to remove liability from an individual.
2. All matters of health and safety within the Faculty are the responsibility of the Vice-President and Dean.
3. An ongoing systematic general survey of the Faculty will be performed and foreseeable significant hazards identified.
4. The Faculty will keep appropriate records and risk assessments to comply with legislation.
5. There shall be a health and safety management structure for the Faculty (as set out in Section 2 of this document).
6. The membership of the Faculty Health and Safety Committee shall comprise:

**Chair:**

Head of Research, Planning and Business Engagement

**Safety advisers, acting on behalf of Head of School/Head of Service:**

Faculty Office

School of Arts, Languages and Cultures

School of Environment, Education and Development

School of Law

Alliance Manchester Business School

School of Social Sciences

Faculty HR Partner

**Ex officio:**

Vice-President and Dean of Faculty

Director of Faculty Operations

University Safety Co-ordinator

Faculty Communications and Marketing

**By invitation:**

Deputy Head of Safety Services

Head of Faculty Communications and Marketing

7. The Faculty Health and Safety Committee shall determine and co-ordinate the safety policy for the Faculty, paying due regard to the relevant governing legislation, the recommendations of the relevant University health and safety policies and Health and Safety Services.

8. The Faculty Health and Safety Committee shall meet at least three times and preferably four times a year, and if necessary and appropriate members will be called upon to deal with specific issues at short notice.
9. Building User Groups should meet at least three times and preferably four times a year and should comprise sufficient local representation to cover the breadth of the activities within a given building, their scope must include audits to ensure adequate provision of Fire Marshals and First Aiders.
10. Accidents, incidents and near misses must be reported to Health and Safety Services and thoroughly investigated by the relevant health and safety personnel, normally local Safety Advisers.
11. Should members of the Faculty be located permanently or temporarily in a building controlled by another School or Faculty they shall adopt the safety management structure of that School/Faculty.
12. It is, by law, the duty of every person while at work to take reasonable care for the health and safety of themselves and of all other persons who may be affected by their acts or omissions. Employees of the University are required by statute to be concerned about safety, and to take all reasonable precautions and observe the safety practices of the institution. Failure to do so could lead to prosecution. While students are not legally bound in this way, failure to follow these rules can be regarded as a breach of University discipline.

This policy statement has been formally approved by the Faculty of Humanities Senior Management Team. It has been brought to the attention of all staff and students by:

- induction of new staff and students;
- Faculty staff/student newsletters;
- publication on the Faculty of Humanities intranet.

Signed:



**Professor Keith Brown**  
(Vice-President and Dean of the Faculty of Humanities)

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## 2. Organisation and structure of Health and Safety in the Faculty of Humanities

### 2.1 1 Organisation

The Vice-President and Dean is responsible for the health and safety of all staff, students, visitors and others that may be affected by the work of the Faculty of Humanities. Day to day health and safety management is undertaken in liaison with the Dean of Faculty, by the Head of Research, Planning and Business Engagement, the appointed University Safety Adviser, and local Safety Advisers.

### 2.2 Health and Safety personnel

Listed below are those individuals with management or advisory health and safety roles in the Faculty of Humanities. To seek advice and training or to raise concerns about health and safety the route of 'escalation' is as follows:

Relevant Individual (e.g. Local Safety Advisor) → Head of Research, Planning, and Business Engagement → Vice-President and Dean

Role	Name	Contact
Vice-President and Dean	Professor Keith Brown	<a href="mailto:Keith.Brown@manchester.ac.uk">Keith.Brown@manchester.ac.uk</a> ; x61111
Chair, Faculty Health and Safety Committee Head of Research, Planning and Business Engagement	Jared Ruff	<a href="mailto:Jared.A.Ruff@manchester.ac.uk">Jared.A.Ruff@manchester.ac.uk</a> ; x50288
University Safety Co-ordinator (Humanities contact)	Arthur Nicholas	<a href="mailto:Arthur.Nicholas@manchester.ac.uk">Arthur.Nicholas@manchester.ac.uk</a> ; x58909
Local Safety Advisers	William Bevin-Nicholas, Law TBC, SoSS Lynda Rowlinson, SEED Will Moindrot, E-Learning Penny Bartlett-O'Boyle, Fac Office Osen Kilic-Yildirim, SALC Joann Slater, MBS	<a href="mailto:william.bevin-nicholls@manchester.ac.uk">william.bevin-nicholls@manchester.ac.uk</a> ; x50851 <a href="mailto:lucy.shanahan@manchester.ac.uk">lucy.shanahan@manchester.ac.uk</a> ; x51757 <a href="mailto:lynda.rowlinson@manchester.ac.uk">lynda.rowlinson@manchester.ac.uk</a> ; x55507 <a href="mailto:Will.Moindrot@manchester.ac.uk">Will.Moindrot@manchester.ac.uk</a> ; x61743 <a href="mailto:Penny.Bartlett@manchester.ac.uk">Penny.Bartlett@manchester.ac.uk</a> ; x61102 <a href="mailto:Osen.Yildirim@manchester.ac.uk">Osen.Yildirim@manchester.ac.uk</a> ; x58968 <a href="mailto:Joann.Slater@manchester.ac.uk">Joann.Slater@manchester.ac.uk</a> ; x56422

University Guidance on the role of School/Local Safety Adviser:  
<http://documents.manchester.ac.uk/display.aspx?DocID=13896>

### **3. Responsibilities of supervisors and line managers**

It is the duty of supervisors and managers to ensure:

- 3.1** The day-to-day health and safety of staff, students and visitors working with them.
- 3.2** That all new employees receive appropriate health and safety induction and training commensurate with their role and that existing employees are appropriately updated and retrained as necessary.
- 3.3** That all new employees receive a copy of, and comply with the content of, this Faculty Health and Safety policy document.
- 3.4** COSHH and risk assessments have been prepared and approved for all work undertaken by staff, students and visitors, they are responsible for. This includes ensuring that assessments are periodically reviewed, or when there are any significant changes, and that all their staff, students and visitors read them prior to undertaking work.
- 3.5** They facilitate and contribute to health and safety related inspections and audits as required.

University Health and Safety arrangements : Chapter 11 : Training and competence  
<http://documents.manchester.ac.uk/display.aspx?DocID=13892>

## 4. Guidance for all Faculty staff

The following areas of guidance are designed to provide an outline of the duties and responsibilities of **all** personnel working in the Faculty of Humanities. Where appropriate you should refer to the appendices within this policy document or to the links provided for additional information. The links provided are direct to the University Safety Services website and therefore provide the most accurate and up to date information.

Staff, students and visitors **must**:

- take reasonable care for the health and safety of themselves and others affected by their acts or omissions;
- cooperate with the Faculty and others to enable them to fulfil their legal obligations;
- use equipment and/or substances in accordance with any training or instruction given;
- report any serious or imminent danger to their supervisor or a safety adviser;
- report any shortcomings in health and safety procedures to their line manager or a safety adviser.

The following areas of this section are for reference and action as and when required.

### 4.1 Accidents and near-miss incidents

#### 4.1.1 Accidents

An accident is an event that involved personal injury. The Local Safety Adviser should be immediately informed after the casualty has received emergency treatment. Accidents should be recorded on a University Accident Report Form and returned immediately to Health and Safety Services (with a copy to the Head of Faculty Planning and Compliance).

University Accident Report Form:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10017>

#### 4.1.2 Near-miss incidents

These are incidents which do not involve personal injury. If the incident requires immediate action to remove the risk of injury contact the Local Safety Adviser. Near-miss incidents should be recorded on a University Incident/Near-miss Report form and returned immediately to Health and Safety Services (with a copy to the Head of Faculty Planning and Compliance).

University Incident/Near-miss Report Form:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10018>

#### 4.1.3 Investigations

All accidents and near-miss incidents are investigated. The Local Safety Adviser normally undertakes the initial investigation. The results of the investigation are recorded on the Accident or Incident/Near-miss Investigation Form and returned to Health and Safety Services (with a copy to the Head of Faculty Planning and Compliance).

University guidance on accident, incident and near-miss reporting:  
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=12088>

University Accident and Incident Toolkit:  
<http://www.healthandsafety.manchester.ac.uk/toolkits/accidents/>

## 4.2 Audits and inspections

Regular audit/inspections are an effective mechanism to highlight areas of good practice and assist in the identification of areas that require improvement or present a significant risk.

University Health & Safety arrangements : Chapter 12  
Measuring performance, monitoring and auditing:  
<http://documents.manchester.ac.uk/display.aspx?DocID=13893>

University Health and Safety toolkit on audits and inspections:  
<http://www.healthandsafety.manchester.ac.uk/toolkits/inspections/>

University guidance on inspections:  
<http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/inspections/inspections/>

University guidance in relation to office self-inspection checklist:  
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=15609>

## 4.3 Bomb threats

Most telephones in the University can receive incoming calls, and therefore members of staff could conceivably receive a bomb threat.

### What to do on receiving a call:

- let the caller finish the message without interruption;
- write down the message exactly as spoken;
- note the time;
- immediately notify the main security office on x69966 (0161 306 9966);
- if possible ask the following questions:
  - Where is the bomb located?
  - What time is it due to explode?
  - Try to remember as much as possible about the caller's gender, age, accent, and state of mind.

### Letter bombs

If a suspicious letter or small package is received:

- handle it with care, place in an unoccupied secure room or a locked drawer;
- do not attempt to open it and do not immerse it in water;
- keep people away;
- notify the main security office on x69966 (0161 306 9966).

### Bomb threats via email

If a bomb threat is received via email:

- do not reply or forward the communication to anyone;

- notify the main security office on x69966 (0161 306 9966).

#### **4.3.1 Serious incidents on campus**

The university recognises that a terrorist threat and/or attack on campus is a live and realistic possibility. An emergency response plan is in place which covers such an event and is available at appendix two along with a Faculty protocol on what steps colleagues should follow to escalate institutional responses to such an incident. The guidance is available to all staff here:

<http://documents.manchester.ac.uk/display.aspx?DocID=4286>

The existing policy defines a major incident that is likely to involve a response at institutional level as a result of events requiring urgent and coordinated action because of:

- actual or immediately threatened harm to students, staff or visitors to the campus;
- actual or immediately threatened major loss to University property;
- actual or immediately threatened disruption to the University's operations;
- actual or immediate threat to the University's reputation.

Given the fast moving nature of this threat, a revised policy is currently being developed by David Barker, Head of Compliance and Risk. While we await this refreshed advice a short protocol on how to initiate immediate support is also available at appendix two and will be available on the Humanities intranet.

We recognise that colleagues may not always be able to draw upon this advice and in the event of any serious incident or identification of suspicious activity staff should immediately notify the main security office on x69966 (0161 306 9966). Future staff induction and refresher programmes will encourage all staff to have this number on display at their place of work and also on other personal communication devices such as mobile phones and tablets.

#### **4.4 Children on University premises**

For a variety of reasons children are sometimes present in areas of the University other than the general public areas and where you would expect them to be invited as visitors. If you are responsible for a child, defined as someone under the age of 16 years, while they are on University premises you need to make sure that you are familiar with the appropriate University procedure.

University guidance on the procedure on safeguarding children on University premises:

<http://documents.manchester.ac.uk/display.aspx?DocID=20444>

#### **4.5 Contractors/visitors**

Under the Health and Safety at Work Act 1974, the University has a duty of care for contractors and other visitors who may be affected by its activities or by the action of its staff, students, visitors and others.

Contractors engaged within the Faculty should be advised of local fire precautions, the operation of fire alarms, escape routes, evacuation procedures and how to obtain assistance in the event of an accident. They should also be informed of any special

hazards/situations present which they would not ordinarily be aware. Where possible, hazardous substances should be removed from the area they are to work in.

Similarly, contractors have a duty of care for all those affected by their activities and they should take steps to eliminate hazards such as fumes, hot working, trailing cables, obstructions or building materials left in walkways. They should inform Local Safety Advisers of any activity which could put staff, students and visitors at risk.

University Health and Safety arrangements : Chapter 29 : Construction H&S:  
<http://documents.manchester.ac.uk/display.aspx?DocID=19181>

University Policy on Permit to Work:  
<http://www.estates.manchester.ac.uk/services/psu/permit-to-work/>

#### **4.6 Control of Substances Hazardous to Health (COSHH)**

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) aims to protect users and others from the adverse effects of a wide range of dangerous materials. The regulations require that before use, the health risk of any substance or procedure is considered and appropriate safety precautions adopted. The implementation of COSHH may require specialist knowledge, and it is the responsibility of the supervisors and line managers to provide those with a duty under COSHH, before the necessity for implementation arises.

University chemical safety toolkit:  
<http://www.healthandsafety.manchester.ac.uk/toolkits/chemicals/>

#### **4.7 Display screen equipment (DSE)**

The University of Manchester is committed to complying with the Health and Safety (Display Screen Equipment) Regulations 1992 and recognises its responsibility to provide adequate information, instruction and training to display screen equipment users, their supervisors and managers, and to monitor the health of users.

New users of display screen equipment and those setting up or moving workstations or equipment must complete an on-line self-assessment form via Local Safety Advisers. Staff experiencing discomfort (e.g. sore eyes/wrist etc.) while using a workstation should also complete an online self-assessment. The local Safety Adviser will advise on the correct set-up and use of the workstations and make recommendations regarding the purchasing of any new equipment or furniture.

University display screen equipment (DSE) toolkit:  
<http://www.healthandsafety.manchester.ac.uk/toolkits/dse/>

#### **4.8 Driving at work**

The management of work-related driving must take into account the requirements of health and safety legislation and road traffic law.

Minibus driving proficiency courses can be arranged through the Staff Training and Development Unit (SLAD).

The University guidance on driving at work link below provides access to the University Health and Safety arrangements : Chapter 21 - Driving at work

(Management of work-related driving).

University guidance on driving at work

<http://www.healthandsafety.manchester.ac.uk/toolkits/driving/>

## **4.9 Electrical safety**

The Directorate of Estates is responsible for the safety of all fixed electrical installations across the campus up to and including the power socket outlets. The Faculty is responsible for ensuring that all the equipment and electrical leads it provides are checked and safe.

### **4.9.1 Purchase and installation**

Those purchasing electrical equipment must ensure that it is electrically suited for the intended use and as far as is reasonably practicable conforming to the appropriate British/CEN Standard. Any equipment purchased or brought in from home must be checked by approved Portable Appliance Testers (PAT Testing) prior to use.

### **4.9.2 Safe working practice**

- Care should be taken to prevent overloading of the mains power outlet circuits. Do not plug several high current installations into adjacent sockets.
- Any adaptors should be of the fused and switched four-socket strip type. Under no circumstances should strip adaptors be linked together as this can result in overload and overheating of cables and sockets, with the potential to cause a fire.
- Care should be taken to prevent trailing mains and other cables becoming a hazard. They must be shortened and tucked away or lifted above walkways.
- Equipment incorporating fans with inlets and outlets for air circulation must be installed in a way that does not obstruct these features.
- Equipment should always be used in strict accordance with the manufacturer's instructions.
- Apart from installations designed to be left on permanently, all equipment should be switched off after use at the appliance itself and at the wall socket at the end of the day.

### **4.9.3 Inspections and testing**

A regular and continuous programme of inspection and testing for all electrical equipment and installations within the Faculty is in operation. Portable equipment is tested using a Portable Appliance Tester (PAT) System. Testing will be carried out at regular intervals. After a successful inspection and electrical test, each piece of equipment will be labelled and dated.

Any equipment that fails an inspection and electrical test must be labelled as "failed" and withdrawn from use immediately until remedial action is taken followed by re-testing. In between the official inspections and testing, users should regularly examine their equipment for signs of damage or deterioration both on the appliance and on the mains cable and plug. Checks should be made for faults such as damaged casing of the appliance or mains plug, worn or torn cable sheaths. Non-portable electrical equipment is tested by outside contractors on a regular basis, and must not be tested using the portable testing equipment.

University guidance on the maintenance of electrical equipment by Schools/Directorates:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=15604>

#### 4.10 Emergency contacts

**First aid** - Please note that all Security staff are trained first aiders. Tel: 0161 306 9966 (x69966). Details of locally based first aid assistance, in addition to Security where relevant, are located in building reception areas.

**Ambulance assistance** – Ring 9 999 using an internal telephone or 999 from a non-University telephone. **Note:** contact Security on x69966 (0161 306 9966) once you have called an ambulance to arrange access.

**Fire** – The building must be evacuated immediately by the nearest exit on hearing a continuous alarm. If you discover/suspect a fire and the alarm is not sounding press the nearest fire alarm point, usually located at exit. Once you have left the building you must go to the building assembly point, or a safe location and do not re-enter the building until directed.

University guidance on emergencies:

<http://www.staffnet.manchester.ac.uk/services/occupational-health/first-aid/emergencies/>

#### 4.11 Equipment

Instruction and/or training must be obtained from/arranged by your line manager before using any piece of equipment for the first time. Report any suspected faults with a piece of equipment to the person in charge of it or your line manager if you are unsure who this is. Always ensure that you leave communal equipment in the condition in which you would wish to find it.

#### 4.12 Equipment at elevated pressure or under vacuum

The use of equipment under pressure or using a vacuum can present a significant risk, users should be trained and authorised in their use.

All glass vacuum lines should be constructed and clamped in such a way that strains in the glassware are avoided. All bulbs should be taped and preferably screened with a wire mesh. All evacuated vessels present an implosion hazard. It is advisable to provide appropriate protection.

Always ensure that such equipment is used with care and in the correct way, as specified in the manufacturer's instructions.

#### 4.13 Equipment requiring long term water and electrical supplies

All possible precautions should be taken to minimise risks when equipment is left running for prolonged periods. Users should also consider the impact of pressure fluctuations and power surges in particular between daytime and night-time use.

#### 4.14 Fieldwork

Before any fieldwork of any description is undertaken a risk assessment must be completed by the supervising member of staff and approved by the relevant Safety Advisor. A copy of the final risk assessment form must then be given to each person taking part in the fieldwork activity either directly or indirectly. All those participating in the activity must then sign that they have read and understand the risk assessments and that they accept the risks described.

Copies must be kept by relevant Safety Advisers and with each supervising member of staff. Risk assessments must be specific to the activity in question. When

completing risk assessments the topics described in this section must be given due consideration but must not be considered comprehensive. Emergency telephone numbers and specific arrangements with the School/Faculty to handle problems and urgent issues must be specified within the assessment. There may be a requirement to provide 24 hour support to groups travelling outside the UK.

Any fieldwork carries some risk. It is important that hazards are considered and appropriate precautions decided upon before work commences. Each day, information should be left with a responsible person as to where an individual or party has gone and when return is expected.

In relation to the signing off risks assessments for students on placements abroad new guidance is available referred to new guidance on 'monitoring the attendance and wellbeing of undergraduate students abroad'

University guidance on fieldwork, field trips and business travel  
<http://documents.manchester.ac.uk/display.aspx?DocID=15496>

[http://www.healthandsafety.manchester.ac.uk/toolkits/work\\_off\\_campus/fieldwork/](http://www.healthandsafety.manchester.ac.uk/toolkits/work_off_campus/fieldwork/)

#### **4.15 Fieldwork overseas**

Supervisors need to consider when writing risk assessment if it is acceptable to allow students to travel unaccompanied by a supervisor or fellow student to a field site. If this is acceptable, supervisors should ensure appropriate insurance cover the student(s) has been arranged and 24 hour emergency contacts/information is available. The health and safety considerations involved in overseas work will depend on the country in which it is undertaken. An expedition to any remote area regardless of geographical region not just overseas will present many problems that necessitate detailed advanced planning. The hazards involved in work in most European countries will differ little from those in the UK, although advance preparation will be requires e.g. obtaining health insurance. It is important that hazards should be considered before undertaking work overseas and, where necessary, vaccinations and medicines obtained and first aid kit assembled. The University Occupational Health Service undertake pre-fieldwork medicals for staff and students undertaking fieldwork and can advise on all health aspects of trips abroad.

#### **4.16 Fire safety**

Fire is a major hazard which can affect all members of the University community, and it is important that every effort is made to prevent it occurring.

Line managers are responsible for providing fire safety inductions to all new staff, students and visitors as soon as they start/visit. This should involve showing them escape routes, informing how the alarm operates and the action to take on hearing the alarm. Staff are responsible for their visitors and should advise and assist them in emergency evacuations. It is advisable to include a safety briefing at the start of any event, especially if those present may not be aware of the building evacuation and safety procedures. Staff in charge of large groups of people (e.g. lectures, meetings, events etc.) are responsible for the orderly and prompt evacuation of the building by that group of people.

University Health & Safety arrangements : Chapter 7 : Fire safety:  
<http://documents.manchester.ac.uk/display.aspx?DocID=13925>

University toolkit on the management of fire safety:

<http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/fire/>

#### **4.17 First aid**

Details of first aiders and their contact details are displayed in all University buildings on first aid notices on all main corridors.

University guidance on first aid:

<http://www.staffnet.manchester.ac.uk/services/occupational-health/first-aid/>

University first aiders:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11029>

#### **4.18 Fridges and freezers**

Laboratory fridges are for the storage of research and teaching materials only and must not be used for the storage of food or drink intended for human consumption.

University guidance on the maintenance of electrical equipment:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=15604>

#### **4.19 Fume cupboards**

When using fume cupboards ensure that you are wearing appropriate personal protective equipment (PPE) and keep the fume cupboard windows pulled down as much as possible. Please also refer to Section 4.11 Equipment above.

University guidance and toolkits in relation to local exhaust ventilation i.e. fume cupboards:

<http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/chemicals/lev/>

#### **4.20 Gas cylinders**

All gas cylinder regulators and manifolds must be tested on a regular basis by a qualified contractor.

University safety circular 2006/11 in relation to gas cylinders:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10006>

#### **4.21 Gas**

The University Estates and Facilities Directorate is responsible for ensuring that all University premises with gas installations are safe and compliant in relation to the Gas Safety (Installation and Use) Regulations.

University gas safety management policy:

[http://www.estates.manchester.ac.uk/media/services/estatesandfacilities/policiesand\\_procedures/EPM%20HS17%20-%20Gas%20Safety%20Management%20Policy.pdf](http://www.estates.manchester.ac.uk/media/services/estatesandfacilities/policiesand_procedures/EPM%20HS17%20-%20Gas%20Safety%20Management%20Policy.pdf)

#### **4.22 General laboratory safety**

All laboratories should have a code of practice specific for that area on display at the entrance containing information about general health and safety, COSHH, waste disposal, how to deal with spillages. You must read this document before starting work in the laboratory.

Entry to laboratories is restricted to those who are trained or approved to enter. You should not enter a laboratory or a controlled environment without ensuring you are aware of the safety requirements, the risks within the area and have approval to enter from an appropriate person.

#### **4.23 HASMAP (Audits)**

Health and safety management profile (HASMAP) audits are undertaken to provide an independent assessment of a unit's health and safety performance.

University guidance on HASMAP audits:

<http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/inspections/hasmap/>

#### **4.24 Health and Safety arrangements: working across organisational boundaries**

The fundamental principle of health and safety management in the University is that responsibility for health and safety lies with the line manager. That responsibility may be delegated to others, but accountability cannot. The University Health and Safety arrangements chapter 18 on working across organisational boundaries applies to those situations where staff and students work in areas beyond those normally occupied and controlled by their line manager.

University Health and Safety arrangements : Chapter 18

Working across organisational boundaries:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13897>

#### **4.25 Health and Safety training**

The Staff Training & Development Unit (SLAD) of the University has a dedicated Health and Safety Training Advisor who is able to assist both individuals and line managers to select and access the most appropriate health and safety related courses.

University Health and Safety arrangements : Chapter 11: Training and competence

<http://documents.manchester.ac.uk/display.aspx?DocID=13892>

University information on Health and Safety Training and Safety Toolkits:

<http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/training/>

#### **4.26 Homeworking**

The University defines Homeworkers as “those people who regularly work at home because of formally agreed arrangements with their managers, or are contracted to work at home”.

University guidance on homeworking:

[http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/work\\_off\\_campus/home\\_working/](http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/work_off_campus/home_working/)

#### **4.27 Lasers**

All lasers should be regarded as potentially dangerous and only be used by those fully trained to do so.

University Guidance on Laser Safety:

<http://www.radiationsafety.manchester.ac.uk/lasers/>

#### **4.28 Lone working**

The University arrangements indicate which activities must not be carried out by lone workers and provides information to assist when assessing risks to the lone worker.

University Health & Safety arrangements : Chapter 10: Lone working:

<http://documents.manchester.ac.uk/display.aspx?DocID=13891>

University guidance on lone working:

<http://documents.manchester.ac.uk/display.aspx?DocID=13644>

University on-campus lone worker checklist:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13647>

University example of a risk assessment for on-campus lone working:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13650>

University safety toolkits on lone working:

[http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/lone\\_working/](http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/lone_working/)

#### **4.29 Manual handling**

Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling and is one of the most common causes on injury at work.

University guidance on manual handling:

[http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/man\\_hand/](http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/man_hand/)

Health and Safety Executive (HSE) guidance on manual handling:

<http://www.hse.gov.uk/msd/manualhandling.htm>

#### **4.30 Microbiological safety cabinets (MBSCs)**

A microbiological safety cabinet (MBSC) is a specialised piece of equipment designed to protect the environment and the user from airborne hazards of biological agents or material that may contain such agents.

University guidance on the use of microbiological safety cabinets (MBSC):

<http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/equipment/mscs/>

#### **4.31 New staff**

All new staff, students and visitors in the Faculty will receive an induction prior to starting work, programmes of study, and the event in relation to their visit. This induction will include familiarisation with buildings, systems and any health and safety issues likely to arise. Line Managers and supervisors of students/visitors are responsible for organising health and safety inductions specific to the activities to be undertaken.

At all induction briefings new staff will be directed to note and record the contact details of the main security office on x69966 (0161 306 9966).

The Essential Guide within this policy document will provide the basis for health and safety induction of new staff, students and visitors.

#### **4.32 New and expectant mothers at work**

The phrase 'new and expectant mothers' refers to someone who is pregnant, who has given birth within the previous six months or who is breast-feeding.

Employees are required to inform their line manager as soon as they are aware they are pregnant. If an employee chooses not to inform the manager until a later stage in their pregnancy this will be their responsibility as personal risk assessment cannot be undertaken for a pregnant woman until this is known.

University guidance on new and expectant mothers at work:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11521>

#### **4.33 Non-ionising radiation**

Please note that non-ionising radiation includes microwaves, mobile phones and WiFi. All microwave ovens, even those used in staff kitchens, should be registered with the Radiation Safety Unit using the Microwave Oven registration form which is available via the link below.

University guidance on non-ionising radiation:

<http://www.radiationsafety.manchester.ac.uk/non-ionisingradiation/>

#### **4.34 Out-of-hours working**

Both individuals and their line managers/supervisors should give due consideration to the implications of out of hours working, defined as outside normal working hours of 08.00 to 17.00 Monday to Friday.

University guidance is the same as that for lone working as noted above. University Health & Safety arrangements: Chapter 10: Lone working:

<http://documents.manchester.ac.uk/display.aspx?DocID=13891>

#### **4.35 Overnight running of equipment/experiments**

Incidents involving long term and overnight running of experiments / equipment can pose a risk to buildings, staff, building users and members of the emergency services especially where chemicals, machinery, gases or power supplies are involved.

University guidance on the overnight running of equipment/experiments:

<http://www.healthandsafety.manchester.ac.uk/toolkits/equipment/>

#### **4.36 Personal Emergency Evacuation Plans (PEEPS)**

The University has a duty to ensure that all those gaining access to buildings also have a safe means of egress in the event of an evacuation of the building being necessary. Anyone with permanent or temporary mobility difficulties, hearing or sight disabilities will need to have a risk assessment undertaken identifying the procedures to be put in place in case of an evacuation.

Questionnaires for staff, students and visitors to complete in relation to PEEPS are located via the main link University Guidance link on PEEPS (below).

University guidance on Personal Emergency Evacuation Plans (PEEPS):

<http://www.healthandsafety.manchester.ac.uk/toolkits/fire/peeps/>

University Health and Safety arrangements: Chapter 7: Fire safety: paragraphs 30-33 refer: <http://documents.manchester.ac.uk/display.aspx?DocID=13925>

University Health and Safety arrangements: Chapter 30

Evacuation of disable people and PEEPS:

<http://documents.manchester.ac.uk/display.aspx?DocID=20207>

University guidance on the evacuation of disabled visitors:

<http://documents.manchester.ac.uk/display.aspx?DocID=20479>

#### **4.37 Personal protective equipment (PPE)**

Personal protective equipment (PPE) is defined as “all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to their health and safety”. Line managers and supervisors have a responsibility to determine which areas of work/study require PPE to be provided.

University guidance on Personal Protective Equipment (PPE):

<http://www.healthandsafety.manchester.ac.uk/toolkits/ppe/>

#### **4.38 Placements**

Placement is defined as “an integral part of a programme of study, which contributes to the programme’s learning outcomes but which normally takes place outside the University”.

UCEA Health and Safety guidance for the placement of higher education students is provided via the University guidance on placements (HSS) link below.

University guidance on placements (Health and Safety Services):

[http://www.healthandsafety.manchester.ac.uk/toolkits/work\\_off\\_campus/placements/](http://www.healthandsafety.manchester.ac.uk/toolkits/work_off_campus/placements/)

University Health and Safety arrangements: Chapter 16  
Student placements (including medical placements subject to endorsements):  
<http://documents.manchester.ac.uk/display.aspx?DocID=20204>

University guidance on placements – checklists for placement learning (Teaching, Learning and Support Office):  
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10453>

University guidance on placements – principles and guidance for student placements on taught programmes (Teaching, Learning and Support Office):  
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10454>

#### **4.39 Practical class supervision**

Practical class supervisors must ensure that appropriate safety measures are incorporated into the practical class and to ensure that those being supervised have received appropriate training and have been provided with any necessary PPE.

#### **4.40 Premises – guidance on occupying or vacating premises**

The University guidance provided in the link below relates to those health and safety related issues that need to be incorporated into the planning of occupying or vacating (including relocation) of premises.

University guidance on occupying or vacating premises:  
<http://documents.manchester.ac.uk/display.aspx?DocID=12907>

University guidance on local health and safety management:  
[http://www.healthandsafety.manchester.ac.uk/toolkits/safety\\_management/](http://www.healthandsafety.manchester.ac.uk/toolkits/safety_management/)

#### **4.41 Radiation safety**

Day to day management of radiological safety is undertaken by the Radiation Safety Unit, which also provides advice and training on all aspects of safe handling of substances or equipment emitting ionising or non-ionising radiation. The Unit is based on the 7<sup>th</sup> floor of the Williamson Building, Brunswick Street. The Head of the Unit and Radiation Protection Adviser can be contacted on Tel: 0161 275 6983 (x56983).

University guidance on radiation safety:  
<http://www.radiationsafety.manchester.ac.uk/>

#### **4.42 Risk assessments**

Risk assessment is the process through which the decision about how to control risk is made, and a conclusion reached about the balance between weighing the risk of injury against the cost or sacrifice needed to control or reduce that risk. Line managers/supervisors must ensure that risk assessments are carried out and kept up to date for activities within their areas of responsibility.

If you have any doubt about whether or not an activity requires a risk assessment to be undertaken, please consult with your Local Safety Adviser in the first instance.

University guidance on risk assessments:  
<http://www.healthandsafety.manchester.ac.uk/toolkits/ra/>

University Health and Safety arrangements: Chapter 9  
Health and Safety risk management and risk assessments – key principles:  
<http://documents.manchester.ac.uk/display.aspx?DocID=13900>

University guidance on the role of generic and dynamic risk assessments:  
<http://documents.manchester.ac.uk/display.aspx?DocID=10129>

#### **4.43 School and local health & safety committees**

The University Health and Safety Policy Statement and Organisation, together with the arrangements chapters set out the principles of how health and safety is managed across the University. They are approved by the Board of Governors, and satisfy a specific legal requirement.

University Health and Safety policy statement:  
<http://documents.manchester.ac.uk/display.aspx?DocID=654>

University Health and Safety arrangements: Chapter 14 School and local health and safety committees:  
<http://documents.manchester.ac.uk/display.aspx?DocID=13895>

#### **4.44 Slips, trips and falls**

Slips, trips and falls are a common cause of accidents at work. They can occur on level surfaces, on steps or uneven surfaces. While some cause embarrassment or minor injury, a significant number lead to very serious injury or death. The University's primary objective (and legal obligation) is to avoid or prevent circumstances where slips and trips are more likely to occur. Where this cannot be achieved, other measures can be considered and implemented.

Please note that the reporting of accidents and near-misses plays a crucial part in reducing future slips, trips and falls through ensuring that hazards can be addressed and/or removed.

University guidance on trips, slips and falls:  
<http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/slipsandtrips/>

University guidance on preventing slips, trips and falls:  
<http://documents.manchester.ac.uk/display.aspx?DocID=19817>

University strategy for reducing slips, trips and falls (Estates and Facilities):  
<http://documents.manchester.ac.uk/protected/display.aspx?DocID=19818>

University accident report form:  
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10017>

University incident/near-miss report form:  
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10018>

#### **4.45 Smoking and E-cigs**

The University aims to provide a clean, comfortable and healthy environment for staff and students. Under the provisions of the Health Act 2006 the University has a legal duty to ensure that the working environment is smoke-free. Therefore all University work places and vehicles are designated as non-smoking.

It should be noted that the University Policy on smoking also covers the use of electronic cigarettes and defines them cigarettes.

Smokers are not permitted to smoke within a five metre radius of the entrance to a University building.

University policy on the prevention of smoking on campus:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=597>

#### **4.46 Solvents**

The use and storage of solvents comes under the COSHH regulations and the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) and requires the person managing the solvent to know about its properties. All solvents should be disposed of appropriately.

University Chemical Safety Toolkit:

<http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/chemicals/>

#### **4.47 Ultrasound**

When using ultrasonic generators, you should keep the door of the cabinet containing the ultrasonic probe closed whenever possible and wear appropriate ear protection. Instruction and/or training must be obtained from/arranged by your line manager before using any piece of equipment for the first time.

#### **4.48 University Safety, Health and Environment Committee (SHEC or SHE)**

The University Safety Committee is the main decision making body in relation to health and safety issues within the University, and is comprised of four Advisory Groups. In the main the Faculty reports any issues, as well as annual Health and Safety Monitoring Reports to SHEC through the Occupational Health, Safety and Training Advisory Group (OHSTAG).

University meetings and minutes (Health and Safety Services)

<http://www.healthandsafety.manchester.ac.uk/policy/meetings/shec/>

#### **4.49 Waste**

All waste generated by the University must be disposed of correctly, particularly hazardous waste.

University guidance on waste:

<http://www.healthandsafety.manchester.ac.uk/toolkits/waste/>

University Guidance on Hazardous Waste (Estates and Facilities):

<http://www.estates.manchester.ac.uk/services/operationalservices/envsvcs/waste/waste&recyclehazwastecodes/>

University guidance on A-Z of waste types (Estates and Facilities):

<http://www.estates.manchester.ac.uk/services/operationalservices/envsvcs/waste/waste&recyclea-z/>

#### **4.50 Wellbeing**

The University's wellbeing agenda refers to a range of measures designed to promote the wellbeing of staff as part of the implementation of the University policy on the stress at work (see below for the link).

University guidance on wellbeing (Human Resources):

<http://www.staffnet.manchester.ac.uk/personalsupport/wellbeing/>

University policy on dignity at work and study (Human Resources):

<http://documents.manchester.ac.uk/display.aspx?DocID=2753>

University policy on stress at work (Human Resources):

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=31>

#### **4.51 Work Equipment Regulations 1998**

Work equipment is any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not). The regulations also cover equipment which people provide for their own use at work.

University guidance on the provision and use of Work Equipment Regulations 1998 (PUWER):

<http://documents.manchester.ac.uk/display.aspx?DocID=15588>

University guidance on equipment:

<http://www.healthandsafety.manchester.ac.uk/toolkits/equipment/>

#### **4.52 Work experience**

Work experience of students registered with the University is covered under the Placement Guidelines, see 4.38 above.

From time to time the University agrees to work experience placements of young people, normally of school age, for short periods of time. These periods of work experience are covered under guidance on Young People at Work, see 4.54 below.

#### **4.53 Working at height**

The guidance provided here is from the Health and Safety Executive (HSE) accessed via the University Health and Safety Services website.

Please note that work at height also includes work in locations or situations which are below ground level, e.g. accessing a pit, archaeological dig etc.

University guidance on working at height:

<http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/wah/>

#### **4.54 Young people at work**

The guidance provided here is from the Health and Safety Executive (HSE) accessed via the University Health and Safety Services website.

Health and Safety Executive (HSE) Guidance on Young People at Work:

<http://www.hse.gov.uk/youngpeople/>

**APPENDIX ONE : Duties and responsibilities of safety advisers**

[Extract from University Health and Safety Arrangements Chapter 15: School and Local Safety Advisers]

1. Senior managers are required to appoint in writing a School or Local Safety Adviser (SSA or LSA) to assist in the creation, development, implementation, monitoring and review of the local arrangements for safe working. Where appropriate because of the size and complexity of the managed unit, additional safety advisers with responsibilities for sub-units (e.g. divisional safety advisers) may need to be appointed.
2. The SSA/LSA will be a suitably senior member of the staff who may be appointed full time or part time, in accordance with the requirements of the school. The SSA/LSA is appointed by, and is responsible to, the Senior Manager.
3. The primary tasks will be to liaise between the School and the University Safety Co-ordinator and other safety co-ordinators and to advise the Head of School on safety matters. The effectiveness with which these functions are discharged and these duties performed will depend upon the support of the senior manager, and the extent to which other members of staff have a positive attitude to safety matters and, in particular, notify hazards in their work to the SSA.
4. The Senior Manager should make suitable arrangements to ensure that the SSA/LSA is provided with sufficient resource and support to carry out the work effectively, and for cover during periods of absence. This could include appointment of a deputy or instructions for urgent work to be forwarded to a named alternative person.
5. The following guidelines are intended to provide a flexible basis on which the Senior Manager and the SSA/LSA can allocate the work, but it should be clear that the SSA post is not one that carries responsibility for safety management; it is primarily to assist the managers by providing information, advice and support.
6. These must be adapted to suit the particular local circumstances and arrangements. A description of the agreed role should be part of the written appointment letter.
  - a) To disseminate information on safety matters within the School.
  - b) To advise on procedures to ensure the safety of operations within the School.
  - c) In conjunction with other members of staff and the Senior Manager, to carry out workplace inspections and other monitoring work (for example, checking that risk assessments are available and are kept up-to-date, and visually monitoring the presence and condition of safety equipment such as fire protection equipment, in accordance with current University guidance on workplace inspections), and to report any items seen to be missing or faulty so that prompt action may be taken to remedy that fault or deficiency.
  - d) To inform new members of the School, including students, of safety policy, codes and standards, as well as school safety arrangements and procedures, and to carry out that part of the agreed induction process which is specific to the school (using the induction check list).
  - e) To inform the University Safety Co-ordinator or Head of Safety Services of any special hazards in, or new hazards about to be introduced into the School.

f) To inform all members of the School, including students, of new developments with particular reference to any changes of policy or procedure.

g) To use best endeavours to ensure that accidents are reported promptly and investigated in accordance with University procedures and to report any case of non-compliance to the Head of Safety Services.

h) To co-ordinate school arrangements for emergency evacuation, in co-operation with the University Safety Co-ordinator(s).

i) To take an active role in the School health and safety committee

j) To maintain the school health and safety policy statement and to participate in preparing the school annual review.

University guidance on the School and Local Safety Advisers in full:

<http://documents.manchester.ac.uk/display.aspx?DocID=13896>

**APPENDIX TWO:**

**University emergency response plan is available here**

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=4286>

**Humanities protocol on responding to serious incidents on campus.**

### **APPENDIX THREE : Emergency contacts**

(Duplication of the information provided in 4.10 above in the Essential Guide)

**First aid** - Please note that all Security staff are trained First Aiders. Tel: 0161 306 9966 (x69966). Details of locally based First Aid assistance, in addition to Security where relevant, are located in building reception areas.

**Ambulance assistance** – Ring 9 999 using an internal telephone or 999 from a non-University telephone. **Note:** contact Security on x69966 (0161 306 9966) once you have called an ambulance to arrange access.

**Fire** – The building must be evacuated immediately by the nearest exit on hearing a continuous alarm. If you discover/suspect a fire and the alarm is not sounding press the nearest fire alarm point, usually located at all exit. Once you have left the building you must go to the building assembly point, or a safe location and do not re-enter the building until directed.

University guidance on emergencies:

<http://www.staffnet.manchester.ac.uk/services/occupational-health/first-aid/emergencies/>