

General Health and Safety Regulations for Undergraduate Students

The University of Manchester is required by law to maintain, so far as is reasonably practicable, healthy and safe conditions for everyone on the campus. There is also a legal requirement to provide information, guidance and regulations to try to achieve this objective. Notwithstanding this legislation, the University also desires that healthy and safe conditions be maintained. You are asked to provide your willing co-operation to help to achieve these purposes.

Undergraduates, like everyone else, have a legal responsibility to:

- (a) ensure that anything that they do or fail to do, will put neither their own health and safety nor the health and safety of anyone else, at risk.
- (b) co-operate with members of staff and with anyone else who has specific duties to perform that ensure health and safety.
- (c) carry out such precautions as are indicated to them orally or in writing by a person in authority.
- (d) use any equipment or apparatus or materials only for the purposes of the Medical School and not to interfere with, nor otherwise misuse that which is provided for these purposes.

Accidents frequently arise because of a lack of anticipation of the consequences. The staff have used their experience when devising work for you to do, to ensure safety; therefore do not make any changes to procedures unless you are given prior authorisation to do so by a member of staff who is acting as a supervisor.

Emergencies

It is possible that you will meet a situation requiring an immediate and appropriate response. Planning how you would deal with some of the more familiar aspects of emergencies can be a good way of preparing yourself to deal with them proficiently. For example, anticipating what needs to be done in a given instance, e.g. on discovering a fire, or spilling a liquid, possibly containing a pathogen!

Familiarise yourself with the layout of the areas in which you will work; find out where fire alarms and fire extinguishers are located. Read the information about first-aid arrangements posted around the building. Procedures for dealing with particular emergencies will be made clear to you from time to time.

A member of staff must be notified of an incident as soon as it is practicable to do so.

First aid is obtainable almost everywhere on the campus. Each department or building employs people who are qualified first aiders and their assistance can be sought at any time.

Usually this will be done by asking a member of staff for help.

If necessary, medical attention can be obtained either from qualified staff members or from the Occupational Health Services.

Usually it will be for a member of staff to decide if such help is needed.

Notwithstanding help that is available there may be times when it is you who must act first. For example:

- Eyes *must* be washed immediately and thoroughly with tap water if a noxious chemical gets into them. All laboratories have eye wash stations.
- Someone whose clothing is on fire must be protected, by laying the person on the floor first and then smothering the flames.

A person who has a fit or who faints must be protected from choking or otherwise injuring themselves.

- If you feel faint tell somebody next to you about it, you may thus avoid an injury caused by falling.

Please note that when you have had to deal with an emergency that you should notify a member of staff, as soon as it is practicable to do so. There may exist a legal requirement to complete a Dangerous Occurrence Report, or some good reason otherwise to have a record of the event.

Fire

Alarm systems are not the same throughout the University. It is important for you to be familiar with which system and code are in operation wherever you are at a given time.

In the Stopford Building, the alarms signalled by sirens. There is a short test of the sirens every Tuesday at 2.30 pm using the intermittent sounding which you can ignore. DO NOT ignore the sirens at any other time.

Alarm procedures

- Usually a warning is given by an intermittent sounding of the siren; this is the standby alarm.
- When the standby alarm is given make preparations to leave the building and when these are complete you can continue with whatever you wish to do.
- Have in mind, when preparing to leave, the weather conditions and the fact that you may have to wait outside for a long period of time.
- The *command* to leave the building is given by sounding the siren continuously.
- There can be an occasion when no standby warning is given.
- On hearing the continuous sound you must leave the building *immediately, by the nearest fire exit.*
- When you have to evacuate from a building please avoid carrying bulky things, which might impede the escape of yourself or that of other people.
- Also remain quiet and listen for instructions from a person in authority

For example, it may become necessary to change your exit route. Never return against the flow of people.

LIFTS MUST NOT BE USED TO EVACUATE A BUILDING.

Special arrangements must be made, in advance, for someone who cannot use stairs. Please consult the School Office if you have a special need.

Once you have left a building keep well clear of it (to avoid possible injury by flying glass and/or falling debris). It is important for you to stay with the people you were with at the start of the emergency, in case a check on someone's whereabouts has to be made. Don't wander about and especially, do nothing that will impede the work of the Emergency Services. Please note that you may not re-enter a building until you have received permission from a person in authority. The alarm may be switched off prior to the ending of a state of emergency.

On discovering a fire

- If you discover a fire, only try to tackle it if you are sure that you can deal with it successfully.
- In all cases your first priority must be to warn others of the danger.
- It is important for someone to notify a member of staff without delay.
- If you discover what appears to be a serious fire do not try to deal with it. Immediately warn others in the vicinity. Set off the alarm by breaking the glass at a Fire Alarm Point (become familiar with their locations) or, exceptionally, by dialling 9999 (an extra 9); you must give a precise location to the Operator, e.g. room number, Stopford Building.



If you have to sound the alarm then you must, without fail, notify a member of staff as soon as it is practicable.

- It is important that you do not take unnecessary risks.
- You must avoid becoming a casualty yourself.

Fire Extinguishers

In general two types of fire extinguishers are used in the Stopford Building. [In certain laboratory areas other types may additionally be found.]

- Carbon dioxide extinguishers are painted black and may be used with any fire. But they must be used with extra care when tackling a fire involving inflammable liquids (to avoid splashing). They are particularly useful for fires where mains electricity or other sources of lethal current are involved. If you have to use one avoid holding on to the funnel, it becomes very cold!
- Foam extinguishers are cream coloured and may be used with any on fire but are particularly useful for dealing with fires involving liquids, wood or paper fires. They must not be used with fires that are situated near to a source of mains electricity or involve flammable oily liquids in the immediate vicinity.

"No Smoking" Policy

In keeping with the University's "No Smoking" policy, smoking is prohibited throughout the Stopford Building. Offenders will be removed from the building and could face serious disciplinary procedures.

Immunisation

You are strongly advised to be immunised against several of the more common infections. The Occupational Health Service can arrange to provide this help. Poliomyelitis and tetanus vaccinations should be obtained, or kept up to date.

All medical students must have been successfully vaccinated against hepatitis. Further details can be obtained from the School Office.

Sharps

Scalpel blades, needles and broken glass, etc. are collectively referred to as "sharps".

- They must be handled with care and only as directed.
- They must be disposed of in a 'sharps' container and only in such a container, don't ever put them in any other kind of waste container.
- Should you drop this kind of object on the floor you must carefully attempt to recover it at once.

If you are unsuccessful then you must notify a member of staff without delay. You must not abandon sharps on the floor so that they will then present a hazard for someone else. We have found that a cause of injury occurs when people try to re-sheath hypodermic needles ("needle-stick" injuries). Therefore dispose of these needles correctly, i.e. into a sharps container without attempting to re-sheath them.



Never try to compress the contents of a sharps container; ask for a fresh one to use, if necessary

Bringing in food or drink, eating or drinking, or applying cosmetics is generally forbidden in any laboratory. The only permitted exception is when eating and drinking form part of an authorised experiment.

Laboratory Coats

Clean laboratory coats of an approved design must be worn when working in laboratories. The only permitted exception is when a person is acting as a subject in an experiment and when to wear such a coat would impede the work. This rule will be strictly enforced.

You may expect to be asked to leave a laboratory if you should be wearing a laboratory coat and are not doing so. You must not wear these coats outside the laboratory and if you have been working with pathogens it may become a disciplinary matter if you ignore this rule. Usually sold by the [MSRC Office](#).

Personal Belongings

It is the essence of good practice in laboratories to have things arranged tidily. Don't clutter bench tops with your personal belongings. In general you should have only your writing materials with you. Putting coats and hand luggage on bench tops or the floor is bad practice. Your belongings must be stowed carefully out of the way in the places provided, where they do not cause an obstruction.

Equipment

You are only permitted to use equipment in a manner that will be prescribed in every case. Should a fault develop then you must seek the assistance of a member of staff. Do not attempt any form of repair yourself.

Electrical Equipment

If a fault develops with electrical equipment switch it off if necessary and obtain help from a member of staff. Make no attempt at repair or alteration yourself.

Additional Regulations

In addition to these General Regulations, you can expect to be notified of others when you come to work in one of the constituent areas of the Medical School or the Faculty of Life Sciences. Also, further information about safe working will be provided in the schemes for laboratory work.

Most importantly you will be given information about safe working, when apparatus and materials are discussed by a demonstrator before the commencement of laboratory work.

It is therefore a health and safety requirement for you to arrive in the laboratory on time. Late comers will be turned away and recorded as absent. This will affect your attendance record.

Human Subjects

All practical classes that involve human subjects will have been approved by the University's Ethics Committee. You may, if you wish, act as a volunteer for experiments devised for human subjects, once you have read, understood and signed all relevant Risk Assessments, and have satisfied yourself that adequate precautionary measures are in place. If for any reason you decide not to volunteer then you are free to refuse.

You will be placed at no disadvantage for refusing. No one should question your decision.

Some of the experiments that you do will involve a risk of contact with other people's body fluids. These are always to be regarded as potentially dangerous. It is well established however, that where good working practice prevails then the risk is minimal and such work can be undertaken safely.

To further minimise the danger the following categories of people must not act as volunteers in any experiments that involve potential contact with body fluids.

- a) Anyone who has suffered from hepatitis (sometimes called "yellow jaundice").
- b) Anyone who has been shown to be positive for the hepatitis B and C viruses, or the human immunodeficiency virus.
- c) Intravenous drug mis-users.
- d) Anyone who has a sexual partner who is in one of the above categories.

Allergy

You are obliged to avoid making yourself ill, so if you suffer from some form of allergy please notify the Designated Supervisor about it since we are required to take precautions. This information can be given in confidence.

You may wish to have a confidential talk about yourself, in relation to health and safety matters, with a member of the academic staff. Please feel free to approach any member of the academic staff whom you think will be able to help. Alternatively ask for information about whom to consult at the School Office.

You should be assured that everything that you discuss with doctors, tutors, counsellors and other advisors will be treated in the strictest confidence. The exception to this is when it is considered that there may be a risk to patients. In this case you would normally be referred to the Student Occupational Health Service for advice both to you and to the Medical School authorities. Additionally, if, as the result of information supplied, it is considered that you yourself may be at risk, it is the ethical duty for those aware of the situation to refer you for appropriate help.



Accidents and many forms of ill-health are preventable by:

- **Advance preparation**
- **Knowledge of hazards**
- **Careful working**
- **Reducing the risks**

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