

## School of Education:

### Health, Environment and Safety Policy

#### Statement of Intent

The School's Health, Environment and Safety Policy should be read in conjunction with the University Safety Handbook, a copy of which is available on the university web pages [www.nottingham.ac.uk/safety/](http://www.nottingham.ac.uk/safety/). The policy has the objective of ensuring the health, safety and welfare of staff, students and visitors and is issued to all new staff in the School.

The school also has a Local Incident Management and Recovery plan, which is saved on the School Drive in [\Health and Safety\Local Incident Management and Recovery Plan.doc](#).

The Head of School is ultimately responsible for the adequacy and effectiveness of the School's arrangements for health and safety. She is assisted in performing the duties associated with these responsibilities by the School Safety Officer and the Health, Environment and Safety Committee.

All members of staff and students are responsible for their own safety and the safety of others. Academic and supervisory staff shall conduct those activities over which they have control in a safe manner and in accordance with University and School policies and procedures. They will co-operate with the Head of School so that responsibilities at that level can be discharged. Assessment of work-related risks is a key part of the safety management of the School. Unsafe working practices must not be condoned. Any deficiencies, defects, faults, and so on, that may give rise to a hazard to health and safety, must be brought to the attention of the School Safety Officer.

The School of Education is located on Jubilee Campus and staff reside over three buildings:

- Dearing Building: Foundation, Preessional, Undergraduate, Postgraduate Taught and Research studies. Teaching rooms and staff rooms are located here
- International House, Ground Floor: Foundation and Preessional teaching and staff rooms are located here.
- No 6 Triumph Road: BA Fine Art studios. Teaching space and administration rooms are located here.

Health and Safety responsibility for the three locations falls under the Head of School and is delegated to appropriate staff according to remit.

A copy of the Health, Environment and Safety Policy is given to all new staff on their first day.

#### IMPORTANT TELEPHONE NUMBERS

University Emergency Telephone Number: **8888** (from any internal telephone).  
Occupational Health: **14329**  
University Safety Office: **13401**

### **Health, Environment and Safety Committees/School Staff Meetings**

Safety policy and safety issues are discussed by the School Health, Environment and Safety Committee and this comprises representatives of all interest groups (See attachment A for list of current Terms of Reference and members). Any member of the committee may be approached to raise particular safety and environmental issues. A meeting of the School Health, Environment and Safety Committee is held on a termly basis. The School Manager is responsible for liaising with the School Safety Officer and for informing the Executive Group of health, environmental and safety matters.

### **School Safety Inspections**

To ensure that the School's policies and procedures are being correctly implemented, inspections will be carried out annually. Issues arising from inspections will be reported to the Health, Environment and Safety Committee and appropriate remedial action instigated.

Any member of the School should report any defects, faults and other safety hazards to either the School Safety Officer, the School Facilities Manager as soon as possible.

### **Fire**

All members of the School must ensure they know the positions of the nearest fire alarm call point, internal and external telephones, fire extinguishers and exit routes.

#### ***On discovering a fire:***

- Activate the Fire Alarm by operating the nearest break glass call point.
- Dial 8888 via the nearest internal telephone and state location of fire.
- Use appropriate fire extinguishers if safe to do so and your escape route is clear.
- Evacuate the building.

#### ***On hearing the fire alarm:***

(The fire alarm sound is a continuous siren)

- Immediately evacuate the building by the nearest available exit, closing doors and windows.
- Do not use lifts or stop to collect personal belongings.
- Report to the assembly point
  - For Dearing Building, Jubilee campus this is the grassed area adjacent to the Business School (South) entrance.
  - For International House, Jubilee campus, this is the grassed area opposite International House (between Dearing Building and Business School (South) entrance
  - For No 6, Triumph Road, Jubilee campus, this is the yard at the rear of the building
- Do not re-enter the building until instructed that it is safe to do so.

The fire alarm system is tested each week.

- For Dearing Building this is on a Wednesday morning at 9:40 am;
- International House this is on a Wednesday morning at 10.00am
- No 6 Triumph Road, this is on a Wednesday morning at 10.50am

A fire drill to test the School's procedures will be held at least annually. If you are attending formal classes, your class tutor should instruct you, at the beginning of the course, on the position of the nearest fire exit, and the procedure to be followed if the alarm sounds.

### ***Fire Evacuation Token System***

In order that information is available for the Emergency Services on whether there are any unchecked areas remaining in the building immediately after an emergency evacuation, a fire token system is in place.

How the token system works:

- The Buildings are divided into sections identified by strategically placed fire tokens. In an emergency where evacuation is taking place, each token should be taken by the first member of staff passing it, they should check (with the assistance of others if appropriate) that the rooms within the section identified on the token have been cleared and evacuate the building reporting to the co-ordinators at the assembly point. The co-ordinators will be identifiable by high visibility waistcoats.
- As the co-ordinators receive information from those who have picked up a token, they will be able to inform the Emergency Services which sections of the building have not been cleared.

### ***Evac chairs (Dearing Building)***

There are two evac chairs in the Dearing Building, wall-mounted in the central areas of B floor and C floor. The stair well areas on B and C floors are refuges within which individuals with mobility problems can shelter during a fire until rescued by the emergency services. The fire doors will close behind you to protect you. A red emergency telephone handset is provided in each stairwell on B and C floors to allow you to communicate with emergency services during this time.

Should the emergency not be a fire e.g. a bomb or gas alert, the wheelchair user will need to be evacuated. Tutors with a wheelchair user in their class should arrange at the beginning of the course, for 3 volunteers who should if possible evacuate the wheelchair user in their own wheelchair, one helper taking the rear handles and two helpers at the front holding the underside of the frame. The chair should then be rolled down one stair at a time.

**Members of staff are asked to describe the above fire procedure to students and visitors at the beginning of all courses and meetings held in the School of Education.**

### **First Aid and Serious Injury**

First Aid assistance can be summoned by calling for a first aider if available (see Attachment A for current contact list) or dialling the University emergency telephone number (8888). All First Aiders have access to first aid boxes and these are also located in all laboratories, Reception, the School Office and the Porters' Office. First Aid supplies are maintained by the School Facilities Manager and any use of first aid supplies should be reported to them.

In cases of serious injury, request an ambulance by calling the emergency telephone number 8888 and state location of injured person. **Do not** summon an ambulance direct via your mobile phone; this can result in delays in allowing the ambulance access to the campus.

### **Accident and Incident Reporting**

All injuries, diseases and dangerous occurrences must be reported in line with the University procedures laid out in the University Safety Handbook and in Safety Office Circular P1/95A, available on the Safety Office web pages.

Accidents and incidents should be reported on the Safety Office website. The University Safety Office must be contacted immediately following major injuries and certain dangerous occurrences (refer to Safety Office Circular P5/96B, available on the Safety Office web pages, for definitions).

### **Electrical Safety**

The School complies with the University Code of Practice for Electrical Safety. All items of portable electrical equipment must be inspected/tested in accordance with the guidance in the above document. Inspection and testing is carried out annually under contract. An inventory of equipment is maintained and managed by Suzanne Taylor. Any new items of electrical equipment, including those which are brought from home, must be notified to Suzanne Taylor and must then be added to the inventory and inspected/tested. Members of the School must report any problems arising with electrical equipment to Suzanne Taylor.

### **Manual Handling**

The School seeks to minimise the risk of injury from manual handling operations. Members of the School who are regularly involved in such operations shall receive training in lifting and handling. Where practicable, mechanical aids will be provided to minimise the risk of injury. University Porters will assist where large or heavy items (i.e. filing cabinets) are to be moved (e.g. staff moving offices). Please report any manual handling issues to the School Safety Officer.

### **Display Screen Equipment (DSE) Safety**

The School implements the University policy concerning DSE (refer to USO 9/93A, available on the Safety Office web pages) in order to provide a safe environment for staff whose work is highly dependent on the use of DSE.

The users (University employees who habitually use DSE as a significant part of their normal work) within the School are identified and assessments of their workstations are carried out. Suzanne Taylor maintains all School records of this information and any queries regarding DSE safety should be directed to her.

Any regular user of display screen equipment (i.e. continuous intensive use for more than an hour most days of the week) is entitled to a **free eye test** via University Occupational Health and to free corrective appliances, if necessitated solely because of their work with display screen equipment (refer to USO P9/94A, available on the Safety Office web pages). Regular users requiring an eye test should contact the Occupational Health Unit secretary (x14328/9) who will supply them with a form certifying that they are a 'user' and make an appointment for a test.

### **Smoking**

Smoking is not permitted within any University building, and smokers are reminded to move away from the immediate vicinity of entrances to buildings to prevent the ingress of smoke through open windows or doors. Please refer to the University Smoking Policy on p19 of the Safety Handbook and the Safety Office web pages for further guidance.

### **Children and Young Persons on organised visits to University Premises and Adult Companions Assisting in University Work**

The School will comply with the guidelines set out in Safety Office Circulars P7/95A & B (available on the Safety Office web pages). These are summarised in the University Safety Handbook. If staff wish to bring children into the building please ensure that the relevant form is completed, this is saved in the Risk Assessment folder on the School Drive. A completed copy of the form should be given to Kathy Flewitt (School Office).

### **New and Expectant Mothers**

The majority of the School of Education's activities pose minimal risk to new or expectant mothers. Where your activities might present such a risk (for example if you are studying or working in the science laboratories, or if your placement results in you working in a laboratory environment, it is your responsibility to inform the school that you might be pregnant as soon as possible. The school will then take steps to ensure that any potential risks can be minimised or removed. Further information can be found on the University of Nottingham safety office website.

**Out of Hours Working**

When working outside regular office hours it is advisable to inform the Porters that you are in the building.

**Fieldwork/Placements**

This type of work can pose particular risks. Organisers of field work visits, and of placements which require students to work outside the University environment, must prepare appropriate Risk Assessments. These require to be approved by the School Safety Officer in good time before the activity takes place. Refer to Safety Office Circular P10/97A, available on the Safety Office web pages, for further details concerning fieldwork safety.

**Work in High Risk Countries**

The School follows the University Guidelines for evaluating the risks to personal safety and the inoculation requirements for University-related work/trips in high risk countries, (refer to Safety Office Circular P4/97A, available on the Safety Office web pages). Individuals are not expected to visit areas where there could be significant concerns for their health or safety. Where risks are identified the trip/work will be discussed with the Head of School for justification.

Signed

Professor Christine Hall (Head of School)  
19<sup>th</sup> September 2011

## Appendix A

# Health, Environment and Safety Committee

### The purpose of the committee is:

- To co-ordinate safety and environmental policies so as to ensure that the School of Education meets all legislative requirements and best practice standards, and promote and monitor effective implementation of those policies.
- To keep the School Health and Safety Policy and arrangements under review, revising in the light of developments.
- To review the School of Education Annual Safety Policy
- To determine the health and safety priorities for the School and making recommendations to the Head of School for implementing plans to improve health and safety conditions.
- To oversee the progress of health and safety plans and the achievement of objectives.
- To monitor the performance of safety within the School – including the results of both active and reactive monitoring. This includes consideration of the detail of serious accidents or incidents and reports from School inspections. Progress with any specific remedial action arising from these to be monitored.
- To review reports of the University Safety Committee and co-ordinate provision of relevant safety advice or information on good practice across the School.
- To monitor the timely dissemination of information of general health, environment and safety interest to the School of Education staff via email and standing agenda items on Executive Group and Staff Meeting.

### Frequency of Meetings

- To meet once per term and report annually to Exec. Group

### Members

School Manager – Dr Susan Riley  
Safety Officer – Susanne Clayton  
Science Technician & Safety Officer – Catriona Ralli  
SoE Facilities Manager – Suzanne Taylor  
Green Team Representative – Daniel Snowdon  
ITE representative – Helen Bowhay  
CELE representative – Cora Lindsay

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