School/Department of (name)

Unit Safety Organisation and Arrangements

*[Underlined plain text requires personalised information.]*

**Statement of Intent**

The School/Department’s safety organisation and arrangements should be read in conjunction with the University Safety Policy and Guidance. This document has the objective of providing health and safety information to staff, students and visitors and is issued to all staff / members of the School/Department.

The Head/Director of School/Department is ultimately responsible for the adequacy and effectiveness of the School/Department’s arrangements for health and safety. He/she is assisted in performing the duties associated with these responsibilities by the Health and Safety Coordinator (and Assistants where applicable).

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

**IMPORTANT TELEPHONE NUMBERS**

**University Emergency Telephone Number:**

Ext. 8888 (from any internal telephone) and externally 0115 951888 for the campuses of University Park, Jubilee, KMC and Sutton Bonington.

# *Delete if not applicable:*

# *Ext. 4-2222 (from any internal telephone) from the Nottingham Medical School*

*Number 9-999 (from any internal telephone) and externally 999 from the Derby Medical School*

**Occupational Health:** Ext 14329 (0115 9514329)

**University Safety Office:** Ext 13401 (0115 9513401)

Email: [bb-safety-office@exmail.nottingham.ac.uk](mailto:bb-safety-office@exmail.nottingham.ac.uk)

**Safety Committees/School/Departmental Staff Meetings**

*Either*

Safety policy and safety issues are discussed by the School Safety Committee and this comprises representatives of all interest groups (See Appendix for list of current members). Any member of the committee may be approached to raise particular safety issues. A meeting of the School Safety Committee is held ?????????????????(e.g. on a termly basis).

*Or*

Health and safety is a standing item on agenda of the School Staff Meetings which are held ????????????????(e.g. termly). This is an opportunity for the policies and procedures of the School to be discussed and reviewed.

**Risk Assessment**

Risk assessments must be recorded for any activities that have the potential to cause significant injury / ill-health. Line Managers are responsible for ensuring that activities they have control over are appropriately risk assessed and may seek support from the School/Departmental Health and Safety Coordinator.

Reference [University Guidance](https://www.nottingham.ac.uk/safety/policies-and-guidance/risk-assessment/risk-assessment.aspx)

**Induction and Training**

All staff (and students if applicable) will receive a health and safety induction at an appropriate level for their role; this will be within a short time of becoming a member of the School/Department. Other health and safety training to ensure competency will be identified by line managers and may be at different levels: school/departmental level, building level, lab or work area level or specific to job, project or activity.

**School/Departmental Safety Inspections**

To ensure that the School’s policies and procedures are being correctly implemented, inspections will be carried out every ... e.g. term (**suggested frequency 6-monthly**). The frequency of monitoring will depend on the issues involved to some extent. Issues arising from inspections will be reported to the Safety Committee/ School Staff Meeting and appropriate remedial action instigated.

Any member of the School should report any defects, faults and other safety hazards to the School/Departmental Safety Officer or the School/Departmental Office as soon as possible.

**Fire**

All members of the School/Department 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 or externally 0115 9518888 (University Park) 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 ???????? e.g. continuous/intermittent/bell/siren)

- Immediately evacuate building by the nearest available exit, closing doors & windows.

- Do not use lifts or stop to collect personal belongings.

- Report to the assembly point which is ?????????????????????????

- Do no re-enter the building until instructed that it is safe to do so.

The fire alarm system is tested each week at ??????????????(time) by the Estates Office. A fire drill to test the procedures will be held at least annually.

Add in any details which are specific to the School such as fire marshals or token systems e.g.

**Fire Evacuation token system**

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

How the token system works:

• The (e.g. Law and Social Sciences) Building is 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-ordinator at the assembly point.

• Either (for single School/Departmental buildings:

The co-ordinator will be one of a number of senior members of the School’s staff nominated to take charge in the event of an emergency. The co-ordinator will be identifiable by a high-visibility waistcoat.

• Or (for multi-occupancy buildings):

As the (e.g. Law and Social Building) is occupied by several Schools/Departments, there is a co-ordinated system for the building as a whole and so the co-ordinator may not necessarily be a member of the School. The co-ordinator will be identifiable by a high visibility waistcoat.

• As the co-ordinator receives information from those who have picked up a token, he/she will be able to inform the Emergency Services of which sections of the building have not been cleared.

**First Aid and Serious Injury**

First Aid assistance can be summoned by calling for a first aider if available (see Appendix for current contact list and notices posted in your area of work) or dialling the University emergency telephone number (8888). First Aid boxes are kept in rooms ??????????? First Aid supplies are maintained by the First Aiders 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 . State location of injured person.

**Accident and Incident Reporting**

All injuries, diseases, dangerous occurrences and near misses must be reported in line with the university procedures laid out in the [Safety Office policy and guidance](http://www.nottingham.ac.uk/safety/policies-and-guidance/incidents/incidents.aspx).

Any University-related incident must be reported on-line at: <https://irs.nottingham.ac.uk/>.

The University Safety Office must be contacted immediately following severe incidents or dangerous occurrences (see contacts above).

**Electrical Safety**

The School will comply with the [University Code of Practice for Electrical Safety](http://www.nottingham.ac.uk/safety/policies-and-guidance/electrical/electrical.aspx). All items of portable electrical equipment shall be inspected/tested in accordance with the guidance in the above document. Inspection and testing is carried out by (specify as applicable: own technician/ other university section/outside contractor). An inventory of equipment is maintained by ????????????? and is kept ??????????????. Any new items of electrical equipment including those which are brought from home must be added to the inventory and inspected/tested. Members of the School/Departments must report any problems arising with electrical equipment to the School/Departmental Health and Safety Coordinator/Assistant (or other designated contact, state in Appendix).

**Manual Handling**

(Ref: [Safety Office Policy and Guidance](http://www.nottingham.ac.uk/safety/policies-and-guidance/manual-handling/manual-handling.aspx))

The School seeks to minimise the risk of injury from manual handling operations. Members of the School/Department 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.

Please report any manual handling issues to ????????????? (e.g. SSO or other appointed person).

**Display Screen Equipment (DSE) Safety**

The School/Department implements the University policy concerning DSE (reference: [Safety Office Policy and Guidance](http://www.nottingham.ac.uk/safety/policies-and-guidance/dse/dse.aspx)) in order to provide appropriate workstations and work routine 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. Records of this information are maintained by the Health and Safety Coordinator/Assistant or the local DSE Assessor, (see Appendix for current designee...) and any queries regarding DSE safety should be directed to that designee.

All ‘Users’ will have access to information and training in relation to safe use of DSE in order that they are aware of the hazards and precautions. Eye tests are available for Users’ via University Occupational Health (refer to [Safety Office guidance](http://www.nottingham.ac.uk/safety/policies-and-guidance/dse/dse-eye.aspx)).

**Smoking**

Smoking is not permitted in University buildings except in designated areas. Please refer to the [University No Smoking Policy](http://www.nottingham.ac.uk/safety/documents/smoking-policy.pdf).

**Out of hours working / Lone Working**

State relevant procedures e.g. Individuals must sign the late working book when they work outside the hours of ????? and ????? OR Individuals must seek the permission of ????????????????? to work outside the hours of ???????????????????. Matters of personal safety whilst on University premises/business should be referred to the School/Departmental Health and Safety Coordinator/Assistant in the first instance. In an emergency, use the University Emergency Telephone number to call Security.

Consideration to lone or isolated working must be given, particularly in relation to University activities that involve higher risk. See [Safety Office guidance](http://www.nottingham.ac.uk/safety/policies-and-guidance/lone-working/lone-working.aspx).

**Children and Young Persons on University Premises and Adult Companions Assisting in University Work**

The School/Department will comply with the guidelines set out in University policies P7/95A & B. These are summarised in the following documents:

[Children and Young Persons on University Premises](http://www.nottingham.ac.uk/safety/documents/Young-Persons-Guidance.pdf)

[Adult Companions Assisting in University Work](http://www.nottingham.ac.uk/safety/documents/adult-companions.pdf)

**Fieldwork/Placements/Away Days –** *delete if not applicable*

This type of work can pose particular risks depending on the environment. Organisers of such work must prepare a Safety Statement with details of the work, where and when it takes place, who is attending (staff and students), what activities are involved, the foreseeable risks and necessary control measures to be in place.

For Fieldwork, refer to [University policy](vhttp://www.nottingham.ac.uk/safety/policies-and-guidance/fieldwork/fieldwork.aspx).

For Work Placements, refer to [University policy](http://www.nottingham.ac.uk/safety/policies-and-guidance/placements/placements.aspx).

For Team Building / Away Days, refer to [University Policy](http://www.nottingham.ac.uk/safety/documents/teambuilding-activities.pdf).

**Travel and Overseas Working –** *delete if not applicable*

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 [University Policy](http://www.nottingham.ac.uk/safety/policies-and-guidance/travel/overseas-travel.aspx)). 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/Department for justification and a risk assessment completed.

Signed (Head of School/Department) Date:

**School/Departmental Safety Organisation Appendix**

Last update:

Health and Safety Coordinator:

Health and Safety Assistants:

Members of Safety Committee (if applicable)

First Aiders

|  |  |  |
| --- | --- | --- |
| Name | Location | Extension |
|  |  |  |

Fire Safety Coordinator:

Contact for Electrical Safety:

Contact for Display Screen Equipment Safety issues:

Contact for Manual Handling Operations Safety issues:

# Other key contacts