Imperial College
London

Department of Computing Building Health & Safety Code of Practice

Version 2.2
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Current Maintainer: Dr. Michael Breza
With acknowledgement to the University of Reading

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1.   INTRODUCTION

This Building Health & Safety Code of Practice is written for the use of all of the members of the Department of Computing, Imperial College London, including but not limited to: staff, students and visitors, located in William Penny, ACE Extension, Huxley Building, and other parts of Imperial College London.

Please note that this document is complementary to the Imperial College Health and Policy statement located at http://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/. In the case of any ambiguity or contradiction between the policies of these two documents, the College policy will take precedence over the Departmental policy. No policy in either document may contravene UK health and safety legislation.

Please also refer to the documents at http://www.imperial.ac.uk/safety/ for the full list of mandatory codes of practice.

It is the intention of the Building User Group and the Department Health and Safety Committee to provide safe and healthy working conditions for staff and we will take all reasonably practicable steps to ensure such conditions are achieved and maintained. In addition, we will endeavour to ensure that our work activities do not adversely affect the health and safety of anyone else, such as other staff members, students, visitors and contractors. Further detailed information on control measures in place to minimise specific risks can be found in risk assessments held centrally by the Building User Group.

2.   HEALTH AND SAFETY RESPONSIBILITIES

i)   Management

The Building Manager has overall responsibility for the safe and effective running of the building, and as such, is a member of the Building User Group. Building Managers should obtain the NEBOSH Certificate in Occupational Health and Safety to prove they have the necessary competence for this role.

The Head of Department is responsible for health and safety of their own and other College employees, visitors, and anyone else who may be affected by the activities in their section. They may delegate the following tasks - *but not the responsibility* - to the Departmental Safety Officer (DSO).

The Safety Officer should obtain basic training to enable them to understand how to carry out the follo9hwing tasks. Their role is essentially one of co-ordinating safety documentation and communication, and ensuring that staff attend safety training (Induction, Computer Safety, Fire Safety)

The Computer Health Assessor is responsible for the provision of computer equipment health assessments and advising on available ergonomic computer equipment.

The Manual Handling Assessor provides assessments of the feasibility and safety aspects of any task that requires heavy lifting.

The Fire Wardens are responsible for checking that rooms and hallways have been evacuated, directing traffic to fire exits, and ushering people to assembly points during fire alarms.

The First Aiders are responsible for the provision of basic first aid or contacting security in the case of an incident. They are also responsible for the reporting of that incident on SALUS afterwards.

The Mental Health First Aiders are responsible the provision of the college policy for mental health.

Below is a diagram showing the structure of the Health and Safety team in the Department of Computing.

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                    ┌─────────────────────┐
                    │  Head of Department  │
                    └─────────────────────┘
                               │
                    ┌─────────────────────┐
                    │    Departmental     │
                    │      Manager        │
                    └─────────────────────┘
                               │
         ┌─────────────────────┼─────────────────────┐
┌──────────────────┐ ┌──────────────────┐ ┌──────────────────┐
│  Display Screen   │ │ Departmental Safety│ │ Manual Handling  │
│    Equipment      │ │     Officer        │ │    Advisor.      │
└──────────────────┘ └──────────────────┘ └──────────────────┘
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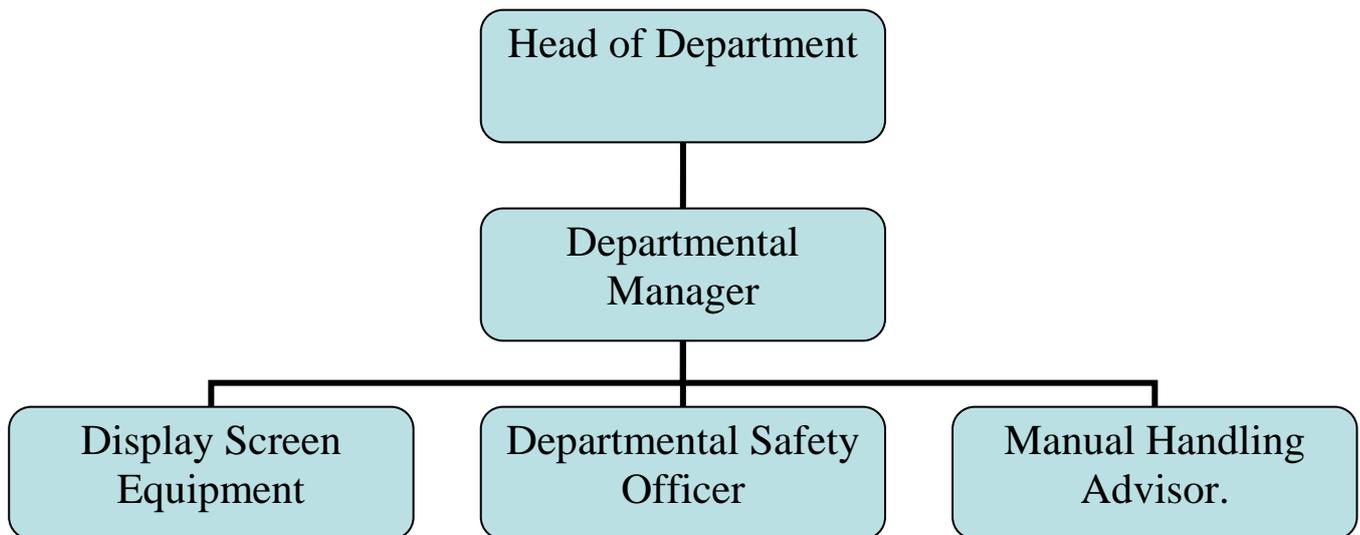
- To identify health and safety hazards, assess risks and devise appropriate control measures to protect staff and others (see section 3);

- To maintain appropriate records relating to health and safety management (i.e. risk assessments, maintenance registers, accident books, workplace inspections, training etc.);

- To ensure staff are provided with adequate information, instruction and training on risks to their health and safety and safe working procedures they must follow (see Section 4);

- To follow the accident and incident reporting procedure, including formal reporting to the College Safety Department, and to investigate all accidents and incidents to identify appropriate preventive measures;

- To regularly monitor and review risk assessments and health and safety procedures and performance (see Section 5);

- To consult with employees on matters affecting their health and safety.

- Arrange for a Department representative to attend the Building User Group meetings to raise or participate in any health and safety-related issues.

- Receive and distribute minutes from the Building User Group if content is appropriate to the Department.

- Receive and distribute safety-related emails to other Department members as appropriate.

- Carry out a 6-monthly inspection of the Department, recording any adverse findings, and forwarding them to the Head of Section and the Building Manager for discussion at the Building User Group if appropriate.

- To assist and /or consult with other College Health and Safety representatives where appropriate.

- Ensure the Department Health and Safety Committee meets each term, and coordinate actions resulting from these meetings.

- **TO DEVELOP A POSITIVE HEALTH AND SAFETY CULTURE WITHIN THEIR TEAM AND LEAD BY EXAMPLE.**

ii)   Employees

Every employee has a responsibility to ensure their own health and safety, and to ensure others are not put at risk by their acts or omissions at work. In particular, employees' duties and responsibilities are:

- To understand and comply with the organisation's health and safety policies and procedures and those specific to their team.
- To always act in a manner so as to ensure their own health and safety at work and that of others who may be affected by their work activities.
- To report accidents, symptoms of work-related ill health, damage to the building or equipment, near misses (that might have resulted in injury or damage), and other health and safety hazards, promptly to the Department Safety Officer.
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3.   RISK ASSESSMENTS

The Head of Department will ensure that all significant health and safety risk (to both employees and non-employees) arising from the work activities of the team are assessed to a suitable and sufficient standard, as required by the Management of Health and Safety at Work Regulations. A Register of Risk Assessments will be maintained by Head of Department (delegated to the Departmental Safety Officer). Copies of the Register will be provided to all staff, and individual risk assessments will be available to all staff.

Risk assessment will be used to identify priorities and set objectives for eliminating hazards and reducing risks. Wherever possible, risks will be avoided or eliminated through the appropriate selection and design of facilities, equipment and processes. If risks cannot be eliminated, they will be reduced, as far as is reasonably practicable, by the provision of physical controls, training and systems of work or, as a last resort, personal protective equipment.

Risk assessments will be reviewed every 12 months, or sooner in the event of significant legislative changes or changes to the work or workplace to which an assessment relates or following any accidents or near misses which highlight deficiencies in existing control measures.

4.   LABLETTES

The Department of Computing is developing a structure of Lablettes to organise research that is done in labs. The PI, head of group, or someone appointed by them, will be responsible for the risk identification and policy preparation of the lablette. Labletts will each have their own collection of risk assessments, policies and procedures appropriate to the research carried out there within. They will also be responsible to ensure that all users of the lablette receive an appropriate induction or training.

5.   INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

Staff will be provided with sufficient health and safety information, instruction and training to ensure they are aware of the hazards in the workplace and know what safe working procedures to follow to reduce the risk of injury or work-related ill health, to themselves and others. Training will take the form of (a) induction training on recruitment; (b) training when new tasks and equipment are introduced and (c) refresher training where necessary to update skills and knowledge.

A Health & Safety Notice board is provided in the level 4 corridor, and Room 219 (Laboratory)
It is maintained by the Departmental Safety Officer and displays as a minimum:

- College Statement of Health & Safety Policy and Area H&S Policy
- Fire advice/evacuation notice;
- List of area First-Aiders and Life Savers and
- Health and Safety Law poster;

6.   MONITORING HEALTH AND SAFETY

The Department's Health and Safety Committee, which meets three times a year, monitors Health and safety performance, which will be reviewed at least annually, through the review of risk assessments, accident, ill health and incident records, and the results of workplace and equipment inspections. Any necessary action will then be taken so as to improve our overall health and safety performance, i.e. health and safety reviews will be used to identify priorities and set objectives. Workplace inspections will be undertaken and recorded every 6 months by the Head of Department and Department Safety Officer.
The Health and Safety Committee membership includes representatives with responsibility for Fire, First Aid, Manual Handling, DSE, the Building Manager, the DSO and staff and student representatives.

7.   SAFETY SIGNS AND NOTICES

Information on safety signs is available on the HSE website in Safety Signs and Signals. Suitable signs are displayed around the premises:

- To indicate the location of First Aid boxes
- To indicate type and location of fire extinguishers
- To indicate fire escape route and fire exits
- Where access is restricted to authorised persons only
- To denote the presence of specific hazards.

8.   FIRE DRILLS

Fire drills are held at least twice per year, organised by the College Fire Officer. We must participate and support their procedures in all respects. The full co-operation of all building occupants is mandatory.

Fire alarm testing (denoted by short bursts of the alarm) occurs on Monday and Friday each week at 07.30.

9.   PROCEDURE IN THE EVENT OF A FIRE OR OTHER EMERGENCY

The full fire alarm is characterised by a continuous tone.   If a fire (or bomb threat) should occur in the building, or you observe a fire in other sections of the building, sound the fire alarm (at one of the nearest fire alarm call points located in the corridor or at any of the building exits).

Also summon the fire brigade using a phone in a safe location (i.e. not threatened by the fire) by contacting campus security:

- **dialling 4444** to contact the Emergency Control Centre (which is manned for 24 hours a day throughout the year).

Then leave the building and assemble outside following the evacuation procedure outlined below:

When contacting College Emergency Services

State the service you require, then your location as *"Imperial College South Kensington Campus, Huxley Building, Room ...."* and give your name and telephone number/ mobile number.

Emergency Evacuation Procedure:

- *Switch off machinery if practicable, but don't waste time shutting down your computer etc.*
- *Leave the building by the <u>nearest</u> fire escape route in a calm manner, closing doors and windows behind you. DO NOT use the lift. Follow the green Fire Exit/running man signs. DO NOT RUN.*
- *Do not delay by collecting your possessions.*
- *Follow the instructions of your Fire Evacuation Officer/ Fire Warden if you are unsure of what to do.*
- *Proceed to the fire assembly point in Queensgate, adjacent to the bicycle park and report to your nominated person and await further instructions.*
- *If you have to go through a smoke filled room, keep low to avoid inhaling smoke (smoke inhalation is the main cause of death during a fire).*
- *If you suspect there is a fire the other side of a door (i.e. if it is warm to touch), do not open it unless you have to.*
- *If someone's clothes are on fire, wrap them in the blanket (or anything else you can find that is similar) and get them to drop to the ground and roll to extinguish the fire and prevent flames reaching their head.*

During a Fire Drill, please help with the drill procedure if requested.

<u>Do not:</u>

- leave the assembly area - if you are not seen leaving the building you may be regarded as missing in the fire and be the cause of an unnecessary building search; or
- attempt to re-enter the building,

until you have been given the all-clear by the Building Evacuation Officer or the Fire Brigade Incident Officer-in-charge.

If the fire is small and you are competent to extinguish it - <u>without putting yourself at risk</u> please do so using the appropriate fire extinguisher or fire blanket – see **Appendix 1** for further guidance on using fire extinguishers.

Any discharged fire extinguishers must be reported to Estates Helpdesk for refilling.

10. PERSONAL EVACUATION EGRESS PLANS (PEEPS)

If a member of staff may have any difficulties in hearing an alarm or evacuating a building unaided in the event of an emergency due to a mobility or sensory impairment, a temporary injury (e.g. you may be on crutches) or have difficulty coping in crowds, they require a PEEP. A PEEP is a Personal Emergency Egress Plan developed jointly between a member of staff and his or her supervisor or line manager. It enables the safe evacuation of a building during an emergency.

Further information on PEEPS as well as forms can be found at:

https://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/peeps/

11. FIRST AID

A first aid kits are kept in key public locations that are posted around the Department of Computing(as per section 7). Any usage <u>must</u> be reported to the Departmental Safety Officer so that the kit can be re-stocked if necessary. Any requirement for first aide beyond the routine application of plasters should be dealt with by phoning 4444 and requesting the aide of a member of security, they are able to assess the situation and if need be:

- informing Central Security of the nature of the problem and asking them to summon an ambulance
- summoning an ambulance (as detailed in section 8 for calling the fire brigade);

12. REPORTING INCIDENTS

All injuries, work-related ill health, near miss incidents and fires - no matter how minor or apparently trivial - <u>must</u> be reported on a College Incident Report form, which is can be completed by using the college Incident Notification Form at https://salus.imperial.ac.uk/login/quickreport.aspx. Details of all injuries and work-related ill health that leads to time off work or requires more than local first aid treatment, i.e. treatment at the Accident and Emergency Unit at a hospital, or treatment by your General Practitioner (GP), etc, <u>must</u> be reported on the same form. If you are unable to return to work after an accident please telephone report details as soon as possible. Enlist the help of a relative or friend if you are unable to do this yourself due to incapacitation.

13. GUIDANCE ON OFFICE HEALTH AND SAFETY

Staff are expected to follow the general guidance on office health and safety and fire safety contained in Appendix 2.

Other Office Rules

- **Cleaning** - any problems should be reported to extension 48328.
- **Leaving the Office**
  Carefully check before going home, or leaving your office for long periods, that everything is safe and secure, i.e. electrical equipment turned off (except the refrigerator and fax machine), the telephone answering machine is set to receive calls, doors locked, windows closed, etc.
- **Smoking** - smoking is forbidden in the Building.
- **Alcohol, drugs and illness affecting safe work performance**
  Staff <u>must not</u> attend for work whilst suffering from the adverse effects of alcohol or drugs; or any illness that may affect safe work performance or the safety of others.
- **Children and pets** - children and pets are not permitted in the Building.

14. REPORTING BUILDING FAULTS

Please report defects such as failed or failing lights, dripping taps, damaged flooring etc, to the Estates Helpdesk, using the online Defect Report Form, on the Estates pages of Spectrum. Urgent faults, e.g. a suspected gas leak, should be immediately telephoned to the Estates Helpdesk on 020 759**4 8000.**

15. LONE WORKING

Please refer to http://www.imperial.ac.uk/safety/safety-by-topic/lone-working/ for the college code of practice for loan working.

If you are working late or at weekends in the Department of Computing you must register using the college loan working system and adhere to the following procedures:
1 You must carry your ID card at all times.
2 You must ensure that you know where your emergency exit route is and contact security on ext. 4444 or 0207 589 1000 from a mobile in case of an emergency.

Loan working for office based work is defined as working outside of normal office hours with no one else present in the same room, lab, or office. Normal office hours are Monday - Friday 0800-1800 hours excluding Bank Holidays and days when the College is closed. Other times are "outside" normal hours. Members of the College are permitted to do office based work (reading, writing, PC work) outside normal hours periods if necessary.

Any other type of work, including but not limited to: electronics assembly, experiments requiring physical components (anything not simulation or proof based), moving heavy objects, must not be conducted alone. These task must be done using a buddy system. The minimum acceptable requirement is that a risk assessment is conducted prior to the work, and during the work someone known to you is within immediate calling distance, in case of an emergency.

If you are in the building outside normal hours you must sign-in and sign-out in the "Building Occupants Register" located in the Huxley Building level 2 Entrance Hall. If you remain in the building after 1800 hours - you must sign-in and sign-out accordingly.

Outside normal hours, do not admit anyone into the building that you do not personally know to be a responsible member of the College. If anyone that you cannot vouch for should ask you to admit them, then contact the Emergency Control Centre by phone (extension 4444 to seek advice before permitting entry. Try to park as close to one of the building entrances when you arrive so that you do not have to walk unnecessarily long distances back to your car when you finish work by which time it may be dark. Be very careful to secure your room, and any other doors and windows in general, and the main entrance door(s) when you leave. Report any signs of suspicious behaviour, attempted break-ins etc to the Emergency Control Centre(extension 4444)

Please let someone know that you are working in the department, so that they could check on you if the need arises or they do not hear from you for some time. This could be a friend, relative or co-worker.

Specific areas of concern in the Department of Computing include the Lablettes in 254 ACEX, the William Penny robotics lab, and the ACEX drone studio. These locations have specific key hazards and risks and require induction before use. There should be no lone working in these areas. Instead, there should be a buddy system organized and administered by the Lablette heads that will ensure that work is carried out with a minimum of two workers at any time.

Overnight working between the hours of 11:00pm and 7:00am are not permitted in the Department of Computing.

16.   ELECTRICAL EQUIPMENT

All mains powered portable electrical equipment should be inspected and tested at regular intervals (as specified in relevant College Safety Guide) by a competent contractor, appointed by Estates Services. Equipment that is not within test date - see label on equipment - must not be used. Any faults with electrical equipment should be reported to the Head of Section (delegated to the Section Safety Co-ordinator) as soon as they are noticed. Before using electrical appliances, staff should carry out a visual inspection to identify any obvious deficiencies. Under no circumstances should equipment be used if there are any doubts regarding its electrical safety.

17. COMPUTER EQUIPMENT (DISPLAY SCREEN EQUIPMENT)

All College administrative and office staff are regarded as DSE "Users" as defined by the Health and Safety (Display Screen Equipment) Regulations 1992. As such, staff are entitled to a free eye and eyesight test on request and thereafter at intervals prescribed by their optician. The cost of spectacles for DSE work only - will be paid for up to the prevailing College limit. Contact the College Occupational Health Department for advice.

Appropriate Display screen equipment will be provided to minimise the risks associated with prolonged DSE work. DSE workstation assessments will be undertaken using the College DSE Workstation Checklist which can be found with other Guidance on Computer Workstations on the Occupational Health pages on Spectrum. The assessments will be reviewed annually or if any significant changes occur. All DSE Users are expected to attend appropriate College DSE training; contact the College Safety Department to find out when this is next being held.

Any member of staff experiencing health problems that may be due to their DSE work should report the matter to the Head of Section (delegated to the Section Safety Co-ordinator), as soon as possible. Staff should always adjust any workstation they are using to suit their particular seating and comfort requirements, and not work for excessive periods without a change in work activity or appropriate rest period. Guidance on setting up your DSE workstation is available on Spectrum and advice is available from Occupational Health staff.

18. MANUAL HANDLING

Staff should take great care when lifting, lowering, pushing or pulling objects. When you order equipment or paper, inform the company in advance that you would like to have goods delivered to the point of use, specifying on which level this is and whether or not there is a lift. Whenever practicable have goods left at "work surface height" - not on the floor which will entail bending down to re-lift the object. Trolleys are available (kept in rooms 437, 448). The building lift should be used when heavy items have to be moved between building floor levels.

If items have to be moved physically consider the task, weight of the load and environment in relation to your physical capabilities and health. Always:

- examine the object to ascertain its weight and check for stability (centre of gravity), sharp edges, etc;
- use any mechanical aids provided (or obtain aids if indicated by the assessment);
- plan the move checking that the:
  - route is free from tripping and slipping hazards and well lit, and
  - the load does not block your vision;
- wear overalls, gloves and foot protection when required;
- get a good grip and hold the load as close as possible to the body;
- lift with your legs whilst:
  - keeping your back as straight as possible,
  - checking that you will not crush your fingers whilst lifting (eg against door frames),
  - keeping your arms tucked in, and
  - avoiding movements that twist your body, and
- take rest stops along the way if necessary;

If in doubt obtain help and perform a two (or more) person lift. When team lifting, it is important that one person co-ordinates the operations involved. Use a kick-stool (kept in Rooms 370, 437) when placing items at higher levels on shelves. Only lightweight items should be stored above shoulder height, and then only when absolutely necessary. If the manual handling of any heavy or particularly awkward loads is contemplated a formal manual handling operations assessment must be carried out by a Health and Safety Adviser or the Head of Health & Safety Services.

Guidance on safe lifting is available on the Occupational Health Department pages on Spectrum. Staff who regularly undertake lifting and carrying must attend the relevant "Manual handling" training session arranged by College Safety Department.

19.   PERSONAL PROTECTIVE EQUIPMENT (PPE)

If you feel that personal protective equipment is required, such as a dust mask, overalls, gloves or safety spectacles, you should contact the Departmental Safety Officer for advice. They should help you to conduct a PPE risk assessment or will contact the College Safety Department for further advice if necessary.

20.   PERIPATETIC WORK

Many College staff have to visit other campuses or work off-site.
All staff must:

- tell the Head of Section of their intended whereabouts and envisaged duration of their visit before departure; and
- leave a contact telephone number whenever possible.

Checks will be conducted in the event of staff not returning as scheduled. Always follow local health and safety rules and policies in the area you are visiting and try to arrange to be accompanied by a local member of staff whenever possible.

21.   VEHICLE USE & DRIVER SAFETY

In all cases driving while at work or for working purposes must follow the college Driving at Work Code of Practice.

https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/safety/public/driving/Driving-at-Work---College-CoP-10-04-2018.pdf

College staff using their private vehicles on College business must:

- ensure they have a full, valid driving licence
- follow the requirements of the Highway Code and Road Traffic Act;
- ensure their vehicle is appropriately taxed, insured, has a current MOT certificate where applicable and is maintained in a safe and roadworthy condition;
- ensure that their insurance policy covers use "in connection with his/her business or profession excluding commercial travelling;
- never carry radioactive materials
- not use hand-held mobile phones while driving on College business (see below).

Any requirements made by the College Insurance Officer with respect to the use of private vehicles and College vehicles must be followed. Note that special driver training requirements must be met before minibuses can be driven.

It is illegal to use a hand-held phone, or similar device, when driving. Hand-free phone equipment is not prohibited by the new regulation, but these are still distracting and drivers still risk prosecution under existing legislation (for failure to have proper control) if they use hands-free phones when driving. If your mobile phone rings when you are driving you should let it ring and return the call when safely parked - better still, switch to voicemail before starting your journey.

There is an exemption for calls to 999 (or 112) in genuine emergencies when it is unsafe or impractical to stop. There is also an exemption for 2-way radios, but the same points apply here as to hands-free equipment, in that their use while driving can still be distracting.
For further information - the Department for Transport has posted the answers to some 'Frequently Asked Questions' relating to the new legislation, on their website at www.dft.gov.uk.

22. WASTE COLLECTION

Waste for recycling, paper, cardboard etc, is collected and removed every regularly.
Larger waste items, including old equipment, will require special collection – please contact the Estates Helpdesk 020 759**4 8000, for ad**vice. Please ensure that corridors, which are used as fire escape routes, are never used as way stations for waste.

23. PROTECTION OF NEW OR EXPECTANT MOTHERS

A "New or expectant mothers" is defined as an employee who is pregnant, who has given birth in the preceding six months; or who is breast-feeding.

Where our employees include women of child-bearing age, risk assessments will be reviewed to take account of any factors which might, by reason of her condition, affect a new or expectant mother, i.e. the mother, her unborn child or the child of a woman who is still breast feeding. Such factors include infection risks, heavy lifting and work with ionising radiation (e.g. X Rays).

If risks cannot be avoided by other means then we will temporarily adjust the mothers working conditions and/or hours of work, or offer suitable alternative work. Advice is available from Occupational Health, and further information from the HSE website, New and Expectant Mothers at Work.

24. STRESS AND COUNSELLING

The department of Computing has several Mental Health first aiders that are trained and can be consulted in privacy for either personal issues or to express concern for a colleague. Their names and contact details can be found on the first aid signs posted around the department.

A confidential counselling service is available from Confidential Care; they can be contacted easily by telephone: 0800 085 4764, or via www.well-online.co.uk.

25. CONSULTATION WITH EMPLOYEES

The Head of Department recognises that employee involvement is essential to successfully managing health and safety at work and as such will actively encourage employee participation in health and safety matters and will consult staff fully on all health and safety issues as required by law, through regular staff meetings as well as through day to day involvement. 'Health and Safety' is a standing item on the agenda of Departmental Staff Meetings and Building User Group meetings.

26. FURTHER INFORMATION & ADVICE

Guidance on specific health and safety risks is available on the College Web Site on Spectrum, in the Occupational Health Department web pages and Safety Department web pages. Further useful information can be found on the HSE Website (hse.gov.uk).

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Departmental Safety Officer

Professor Daniel Rueckert
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APPENDIX 1:   TYPES OF FIRE EXTINGUISHERS & THEIR SAFE USE

How to use a fire extinguisher:

Instructions for use should be clearly marked on each extinguisher, but in general:

- remove the safety pin from the handle
- keep the extinguisher upright, (place it on the ground if it is heavy)
- aim the nozzle or horn at the base of the fire
- squeeze the handles together
- sweep the jet across the area of the fire, keep it moving away from you
- do not get trapped between the fire and the exit, plan your escape in advance!

When to use an extinguisher:

- Only tackle a fire <u>after</u> the alarm has been raised and it is safe to do so
- Ensure you are accompanied when you fight a fire or go to investigate, don't do it alone
- Only tackle a fire in it's very early stages
- Put your safety and that of others first, no heroics!
- Only use an extinguisher if you are sure of how to use it correctly.
- Do not hold the horn on a CO_2 extinguisher – it will be very cold
- If the fire is still burning after discharging one extinguisher do not continue to fight the fire but proceed to the assembly area immediately.
- If electrical appliances are involved, switch off the power before dealing with the fire.
- Do not fight any fire involving hazardous materials for example oxidising agents, pesticides, fuels or gas containers.

TYPES OF FIRE EXTINGUISHERS
their uses and their colour coding according to BS EN 3: 1996

WATER	POWDER	FOAM	CARBON DIOXIDE (CO₂)
For wood, paper, textile and solid material fires	For liquid and electrical fires	For use on liquid fires	For liquid and electrical fires
DO NOT USE on liquid, electrical or metal fires	DO NOT USE on metal fires	DO NOT USE on electrical or metal fires	DO NOT USE on metal fires

The contents of an extinguisher is indicated by a zone of colour on the red body of the extinguisher

APPENDIX 2:   GUIDANCE ON OFFICE HEALTH AND SAFETY

Some of the most common types of workplace accidents are trips, slips and falls; these are also the easiest to prevent, through maintaining good housekeeping standards. Staff are expected to observe the following basic rules:

- Adequate floor space and storage space should be maintained to enable staff to move around their work areas and access stored materials, easily and safely. Floor areas, especially pedestrian routes, fire escape routes and areas around machinery and equipment must be kept clear of obstructions and tripping hazards, including employee's own bags and coats. **Fire doors and fire exits must not be propped open.**

- Staff should keep the area around their own desks clear and are encouraged to have a 'clear out' on a regular basis to prevent the build up of papers, files etc.

- Floors and traffic routes should be of sound construction and free of hazards like holes, frayed carpets or damaged and loose tiles. Spilt liquids should be cleared up immediately.

- Adequate lighting and ventilation must be maintained at all times.

- All waste must be cleared away regularly, and disposed of appropriately; waste materials should not be allowed to accumulate. Broken glass or other sharp objects must be disposed of carefully and not placed exposed in waste bins.

- Care should be taken not to overload cupboards, cabinets or shelves. Where necessary, units must be fixed securely to the wall: there should always be enough weight at the bottom to minimise any tendency for the unit to overbalance. To gain access to high shelves use a 'kick stool' or secure stepladder, never climb on boxes and chairs. Never store heavy items above shoulder height. Materials should not be stacked on the floor where people may fall over them.

- Only one drawer in a filing cabinet should be open at any one time, whether or not a safety interlock is fitted. Cupboard doors and drawers which have been left open can easily cause injury, when not in use they should be kept shut.

- Care should be taken in lifting and moving materials and equipment. Where the handling operation is other than trivial, a job appraisal and where necessary, a risk assessment, must be performed first. It is especially important to obtain help when heavy or bulky objects, which may restrict vision are to be moved.

- Office machinery must be operated according to the manufacturer's instructions, and guards and covers must be kept in position unless removed by authorised personnel carrying out essential maintenance. Hair, clothing, jewellery etc must be kept clear of moving machinery, even when guards or interlocks are in use.   Never start a machine unless you know how to stop it in an emergency.

- The potential risks associated with electrical equipment in use in offices etc. should be appreciated. Electrical circuits should not be overloaded by the use of adapters to serve a number of appliances. Plugs must be correctly fused for the power rating of the appliance, and plug cables should be securely fixed by cable clamps. Amateur repairs on electrical equipment should on no account be attempted and only maintenance engineers should remove service panels from such equipment.

- All items of portable electrical equipment must be regularly inspected and tested for electrical safety in order to comply with the Electricity At Work Regulations, 1989. Such inspection and testing is carried out by Danny Sharpe

- Appliances should be switched off and unplugged after use and at night (unless the equipment concerned is designed to run continuously). Electrical and telephone leads must be protected from heat and abrasion. Avoid placing trailing cables in a walkway or access route. Where this unavoidable, cable protectors should be used.

- Heaters and hot-running equipment must be kept clear of combustible materials. The use of open bar radiant fires is not permitted.

- Kettles must never be placed on the floor or in precarious positions on shelves or desks.

- Any unsafe conditions, e.g. faulty lifts, faulty fire doors, missing fire extinguishers, missing Fire Notices, defective equipment, poor lighting, damaged floor coverings, unsafe furniture and so on, should be reported at once to your immediate supervisor so that remedial action can be taken.

General rules for preventing fires at work

All staff are responsible for fire safety. These notes are designed to raise your awareness of the causes of fire at work and provide guidance on what we can do to prevent a fire from starting and spreading.

- Ensure equipment and machinery is regularly inspected and maintained.

- Report faulty electrical equipment and wiring to the manager

- Do not overload electrical sockets or extension leads

- Avoid using portable heaters of any kind, if at all possible

- Use, store and dispose of flammable liquids and LPG cylinders safely

- Follow the 'no smoking' policy

- Do not place liquids on electrical equipment

- Switch off equipment at the end of the day

- Do not obstruct ventilation outlets, keep ducts and flues clean

- Take precautions to minimise the risk of arson

- Monitor the work of contractors on site

- Carry out regular inspections of the workplace to check for fire hazards

Good standards of housekeeping should be observed by all staff. Waste materials should not be allowed to accumulate. The amount of paper, boxes etc. stored should be kept to a minimum unless these can be stored in metal cabinets or similar which provide a degree of fire protection.

APPENDIX 3:   Safety induction checklist

BUILDING SAFETY INDUCTION CHECKLIST – ADMIN AND OFFICE WORKERS

The inductor must

- <u>Show</u> location of the fire alarm call points, emergency exits, evacuation routes and assembly points, location of the fire extinguishers and fire blankets
- <u>Inform</u> of the emergency procedures, building evacuation/alarm system
- <u>Inform</u> of frequency of fire drills/testing alarms
- <u>Inform</u> of normal working hours and explain lone working/outside normal working hours procedures (including signing-in book, buddy system, informing Security, swipe card system)
- <u>Show</u> location of the First Aid box and give names and location of first aiders
- <u>Inform</u> of function of Safety Department, Occupational Health and Security. Give Web site details.
- Give details of emergency telephone numbers
- <u>Inform</u> of any known significant hazards or health risks in work environment
- <u>Identify and list</u> any immediate safety training needs eg
    - ❑ DSE   ❑ Fire safety   ❑ Manual handling
- <u>Give</u> details of how to obtain safety training (via Supervisor/Safety Unit)
- <u>Inform</u> of location of personal training record
- <u>Show</u> safety notice board
- <u>Inform</u> of frequency and function of department safety committees
- <u>Give</u> list of department safety personnel, Building Manager
- <u>Show</u> web location of SALUS, any other relevant safety information

Section must keep a copy for its records

Name of new starter ……………………..   Initials ……… Date ………….

Name of Supervisor………………………   Department ………………………………….

Name of Inductor…………………………   Initials ………

Contact number ....……………….   email address …………………

**For Buildings where proof of induction is needed before issue of a Swipe Card –
Date and Signature of person issuing Swipe Card:**