

DOC Health And Safety



John Charnley
Imperial College

Thanks to Margaret Cunningham and Geoff Bruce

IMPERIAL COLLEGE HEALTH AND SAFETY



- College Health and Safety Policy
- Dept. Health and Safety Arrangements
- Your Responsibilities
- Accidents and First Aid
- Fire
- Visual Display Units
- Personal Safety

COLLEGE HEALTH AND SAFETY POLICY



- Health & Safety is an important aspect of our lives and one for which we are **all** responsible.
- It is perhaps particularly important in a specialised environment like Imperial College.
- Our record is excellent.

SAFETY AT IMPERIAL COLLEGE



- University Is A Workplace
- Some Hazards
 - Biological and chemical agents
 - High pressure and temperature reactors
 - Radioactive materials
 - Heavy machinery
 - Metal and Woodworking equipment
 - Lasers

DEPT. HEALTH AND SAFETY

ARRANGEMENTS



Safety Officer

Steve Ingram

room 574

☎ 48283

First Aid Coordinator

John Charnley

room WP300

☎ 48399

Display Screen Equipment (DSE) Assessor

Geoff Bruce

room 225

☎ 48383

Electrical Safety Testing / Manual Handling

Danny Sharpe

room 225

☎ 48325

DEPT. HEALTH AND SAFETY ARRANGEMENTS



CSG Help Desk

Room 225

Tel 46664

Email: help@doc.ic.ac.uk

Emergency Numbers

4444 from a College phone

020 7589 1000 from a mobile

YOUR RESPONSIBILITIES



Staff and Students

Must take every reasonable care of their **own and others'** health and safety by safe working practices and by making proper use of the facilities provided.

YOUR RESPONSIBILITIES



You Must Comply:

With College Health and Safety Policies

- Codes of Practice
- Procedures
- Departmental Rules
- And co-operate with College Staff holding safety responsibilities

ACCIDENT - TO CALL HELP/AMBULANCE



Call College Security

- internal phone 4444
- mobile 020 7589 1000

Security

- have first aiders (24/7)
- can call and direct ambulance if needed

ACCIDENTS

FIRST AID



- Each department has at least two qualified First Aiders
- Notices in Huxley – by lifts / on web:
 - Departmental First Aiders (name, tel., location)
 - The nearest First Aider
 - First-aid boxes
- Safety Notice Boards in Room 219 (lab) & level 4 corridor.

ACCIDENTS

FURTHER TREATMENT OR PROFESSIONAL HELP

- If possible, take the person to the College Health Centre

<http://www.imperialcollegehealthcentre.co.uk/>

- If closed, an A&E Department:
 - Chelsea and Westminster, Fulham Road
(near Evelyn Gardens)
 - St. Mary's Hospital, Paddington
(across Hyde Park, next to Paddington Rail, near Wilson House)

ACCIDENTS REPORTING



If an accident or dangerous incident occurs you must report it

- College premises or normal College activities
 - Report to the Departmental Safety Officer
 - Complete an accident/near-miss report form
- Elsewhere, report it to the responsible person:
 - Hall manager or Warden , Manager Students Union, Facilities site manager at the Sports Centre, grounds or other sporting facilities

ACCIDENTS



Out-of-hours emergencies

- Each Hall of Residence has a first aid box available at all times
 - At least one person trained in emergency lifesaving techniques available at nights and weekends

In the event of injury or sudden illness

- Call the nearest First Aider
 - He/She will assess the situation and provide first aid treatment



FIRE

In the event of an emergency an alarm will sound accompanied by vocal instructions
You are **ALWAYS** required to follow the instructions given.

FIRE

EVACUATIONS

- may occur due to a number of things
 - Fire
 - Gas leak
 - Chemical spillage
 - Flood
 - Fire Drill
 - etc.

FIRE EVACUATIONS



Make yourself familiar with fire escape routes and evacuation procedures

- In your Department
- In your Residential accommodation

Notices displayed in all college buildings

- You must follow any instructions given to you by Emergency wardens, DSOs, Security, Emergency Services

FIRE

EVACUATIONS



- Do not use lifts
- Do not re-enter building until permission is given by
 - Emergency Services
 - Security
 - DSO
- If you evacuate via Queens Gate turn right and move to the area clear of any windows directly above your head

FIRE

EVACUATIONS

Please be aware of anyone in your working area or corridor who might need help

- Anyone with a long-term disability
- Individuals who might not hear an alarm
- People with impaired eye sight
- People with a short-term disability (eg.leg in plaster)

FIRE

DISCOVERING A FIRE



Immediately raise the alarm

- Follow the instructions at the nearest fire point
- Warn people in the immediate vicinity

If the fire is small and without personal risk

- Disconnect the electricity supply (if appropriate)
- Attempt to extinguish it with an appropriate extinguisher
- Leave the area
- Close all doors behind you

FIRE PROVISION IN HUXLEY BUILDING



- Fire alarm call points
 - red break-glass units in corridors
- Evacuation routes
 - follow green signs to nearest emergency exit:
 - level 3 to walkway
 - level 3 to Physics
 - level 2 (street) Queensgate
 - level 1 to rear of building
- Fire Extinguishers - in corridors

FIRE

FIRE PREVENTION



Fire prevention is common sense

- All staff and students have an active duty to report any defect or situation on College premises with the potential to cause or spread fire, or one which would impede evacuation.
- If practicable, you should take immediate action to remedy the situation yourself, such as disconnecting equipment which has overheated.
- Report any used or damaged fire extinguisher.

FIRE

FIRE PREVENTION



- Fire doors **must never** be wedged open
 - They help prevent the spread of fire
 - They restrict the propagation of smoke
- If you see a fire door wedged open
 - Remove the wedges and **CLOSE IT**

This action may save your life or the lives of others



FIRE

- Accidentally activating a fire alarm
 - Don't panic (it can and does happen)
 - Check that it was you?
 - Did you break a “break glass” fire point?
 - Did you get smoke into a smoke detector?
 - If so go to the nearest security point and tell them
 - If not then follow the normal evacuation procedure



FIRE

- Never tamper with fire extinguishers!
- If you have used one then report it
 - If you know of one that has been used, report it to safety or security staff (anonymously if you wish)

SAFE LIFTING



- Lifting and carrying is a common cause of injury at work. Good manual handling techniques can significantly reduce the risk of injury.
- Almost all staff and students at some time get involved in manual handling in College: whether it's carrying a pile of books, shifting a computer or moving equipment in an office or laboratory
- We have people who can help
 - <http://www.imperial.ac.uk/occhealth/guidanceandadvice/manualhandling>

VISUAL DISPLAY UNITS



Computers can damage your health

Every year there have been several cases of Cumulative Trauma Disorder (CTD) - formerly Repetition Strain Injury (RSI) - in staff and students and the problem is becoming more common

Imperial College Occupational Health Department

VISUAL DISPLAY UNITS

AVOIDING CUMULATIVE TRAUMA

DISORDER



- Organise your work-station
- Organise your time spent using a computer both at college and at home
- Take Breaks

VISUAL DISPLAY UNITS

AVOIDING CUMULATIVE TRAUMA

DISORDER



- Breaks
 - five minute break every hour
 - intersperse computer time with other things
 - writing/reading, proof-reading, photocopying, talking, phone calls, coffee breaks ...
 - Avoid whole day on computer-based activities
 - Using the internet or playing computer games **do not count** as a break

AVOIDING CUMULATIVE TRAUMA

DISORDER



Keep your desk tidy

- Avoid cluttering it up with books, papers etc.
- Enough clear space to use your mouse easily
- Enough clear space to access your keyboard with room to rest your hands when not typing
- Keep most frequently used items close to hand to avoid stretching

VISUAL DISPLAY UNITS

AVOIDING CUMULATIVE TRAUMA

DISORDER



Adjust your work-station to suit you

- Adjust your seat so your arms are horizontal and avoid flexing/extending wrists.
- Adjust your chair to provide back support.
- Your feet should rest on the floor - use a foot-rest if necessary.
- Set your screen to a comfortable height, usually with the top just below eye level, so you do not have to stretch your neck.

AVOIDING CUMULATIVE TRAUMA

DISORDER

Adjust your work-station to suit you

- Position your screen to avoid reflections from ambient light.
- Avoid twisting your spine, sit face-on to the screen.
- If using a laptop, work with it on a table, never on your lap.

VISUAL DISPLAY UNITS



Avoid Long Hours

- Mental or physical fatigue causes
 - Loss of concentration
 - Drowsiness
 - You to be more prone to mistakes
 - You to be more prone to accidents
- Do not become a liability to yourself or others

TAKE REGULAR BREAKS

VISUAL DISPLAY UNITS



Eye tests for computer users

- Under the college DSE policy
 - All staff and students working with computers may have a free screening test
- Contact the Occupational Health Department to make an appointment

ELECTRICAL SAFETY



- All electrical equipment brought into the workplace must be tested before use
 - Check with the DSO or Electrical Safety Test Engineer as what needs to be done
- Faulty College electrical equipment must be reported to CSG Help Desk
 - Never tamper with faulty equipment
 - Never attempt to upgrade/change boards etc. in PCs without supervision

PERSONAL SAFETY



Never attempt to tackle an intruder

- They may be armed
 - Look, observe and make notes
- Call security on 4444 or 0207 594 1000 when safe to do so
- Your safety is more important than any computer or personal possessions

WHERE TO FIND OUT MORE



- Health and Safety
 - <http://www.imperial.ac.uk/safety>
 - <http://www.imperial.ac.uk/occhealth>
- Avoiding Cumulative Trauma Disorder (CTD) and arrangements for Eye Tests
 - <http://www.imperial.ac.uk/occhealth/guidanceandadvice/computerhealth>

IMPERIAL COLLEGE HEALTH AND SAFETY



Don't ruin your work by poor practice

- Be organised
- Be sensible with your work-time
- And be successful *without* damaging your health
- See the Health and Safety link on the Internal part of the Dept website.

Departmental Safety Officers

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|-----------------|-------------------------|---------|
| • Steve Ingram | Huxley room 574 | ☎ 48283 |
| • John Charnley | William Penney room 300 | ☎ 48399 |