

**School of Fine Art, History of Art
and Cultural Studies**



UNIVERSITY OF LEEDS

Health and Safety Handbook



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1. Foreword by the Vice Chancellor

Health and Safety – A Key Priority

Health and safety is a key priority for the Council and for me. We must be uncompromising in our commitment to health and safety – it is of critical importance.

Health and safety has a vital role to play in supporting and enabling education, research and knowledge exchange at our University.

All members of staff should familiarise themselves with the Policy, which helps us to understand our health and safety responsibilities and how these affect our work. I would ask you to ensure that you discuss the Policy with your teams and ensure that good health and safety practices are followed at all times.

We have strong foundations to build on - partnerships with our campus Trade Unions and staff have already had a positive impact at our University. By continuing to be vigilant and work together we can make further improvements and sustain a safe and supportive environment in which both staff and students can flourish.

Sir Alan Langlands

Vice-Chancellor



2. School Health and Safety Statement

2.1 Introduction

The School health and safety statement is underpinned by the University Health and Safety Policy which has been ratified by the Council of the University of Leeds

http://wsh.leeds.ac.uk/info/137/health_and_safety_policy/125/health_and_safety_policy.

The Council of the University of Leeds believes that the health, safety and welfare of its staff, students and visitors are one of its highest priorities. The University commits itself to the highest standards of health and safety through continual improvement and the control of risk whilst ensuring the continued delivery of world-class education and research.

To achieve this, the University will ensure effective management of risk by setting, implementing and reviewing a quality-based health and safety management system and workplace health framework, and by allocating the resources necessary to attain these. It will also define clear management systems and ensure the involvement of all of its staff, by consultation with their representative organisations, when considering the actions necessary to meet this Policy.

The principal aims of this Policy are to ensure:

- legal compliance as a minimum
- the development of a health and safety management framework based upon the University protocols
- that health and safety responsibilities are defined for role-holders at the University
- that Policy and protocol requirements are implemented
- the setting of health and safety objectives as part of the planning process
- that systems are in place to monitor health and safety by the University in partnership with staff organisations
- that effective communication and consultation systems for health and safety are in place
- that our mechanisms are based on quality management systems with accreditation against internationally recognised standards
- that a University health and safety committee is set up to meet regularly
- that risk management systems are in place to prevent injury and ill health



The effective delivery of the Policy requires everyone to accept a personal responsibility for health and safety. The University will provide professional and competent support and advice to all members of our community.

2.2 Health and Safety Statement by Head of School

The School places the highest priority on ensuring the health, safety and wellbeing of its staff and students. Our School presents in microcosm many of the risks that can be found across the University. As well as office and lecture theatre-based activities, we have creative work which may involve the use of power tools, or chemical solvents. In other areas we face hazards associated with working at height or moving large and heavy objects, whether pieces of sculpture, equipment or artworks.

While those with management roles do have specific responsibilities for health and safety, we must all, whatever our area of work, do everything we can to make certain that our activities are as safe as they can possibly be. By exercising good sense and remaining continually vigilant we will be able to meet our key objectives of preventing major accidents and injuries, minimising loss of plant and equipment and creating a safe place of work. Please help us to embed a true safety culture in the School.

With thanks for your support in this matter

Professor Abigail Harrison Moore

Head of School



3. Health and Safety Responsibilities

3.1 Head of School /Service

On a day to day basis the management, detailed planning and implementation of health and safety at a school/ service level is delegated to Heads of Schools (HoS) by the UEG lead.

The Heads of School/ Service may also delegate their authority and tasks (but not responsibility) to staff who have the necessary competency (skills, experience and knowledge).

Heads of School/ Service must:

- provide leadership within their school/ service for health and safety
- adopt and implement this Policy
- ensure the implementation of the protocols and faculty/ service health and safety plan and local arrangements
- work in partnership with their Health and Safety Manager and other specialist managers from Wellbeing Safety and Health
- ensure effective risk assessment processes are in place and control measures implemented
- ensure that risk assessments are regularly reviewed based on the level of risk
- fulfil the legal requirements of the nominated Responsible Person for fire safety. See www.leeds.ac.uk/safety for the Fire safety protocol
- put in place improvements in the management of workplace health with support from the Occupational Health Service
- ensure that all staff and students have the appropriate level of induction, training and supervision, are deemed competent, and that this is recorded
- chair their school/ service health and safety committee
- where premises or workspaces are shared, cooperation, communication and coordination are used to denote, discuss and agree health and safety responsibilities and processes
- nominate or appoint staff to fulfil the Health and Safety Coordinator or Officer function, and other specific health and safety roles identified in the protocols at www.leeds.ac.uk/safety
- work with Health and Safety Managers to provide an annual return for monitoring health and safety
- formally address any breaches of this Policy or its associated protocols
- inform the UEG lead of any health and safety performance issues and achievements



3.2 Line Managers and Academic Tutors

In practice, to ensure effective management of health and safety within their remit, Heads of School/ Service delegate the implementation of the following day-to-day tasks to academic tutors and line managers. This is assumed unless an alternative arrangement is agreed with the Head of School/ Service and written down as part of the teaching or research documentation.

Line Managers and Academic Tutors must:

- apply and implement the University's Health and Safety Policy, protocols and local arrangements
- ensure that risk assessments in their area are carried out (the actual writing can be delegated as detailed in the risk assessment protocol at www.leeds.ac.uk/safety)
- approve the risk assessments
- ensure identified control measures are implemented and continue to be effective
- ensure that the risk assessments are recorded, regularly reviewed, updated and shared with affected people. If the people, processes or activities involved change, or if an accident or near miss occurs, the risk assessment should be reviewed immediately
- ensure that where the need for health surveillance is identified in a risk assessment, staff within their remit are referred to the Occupational Health Service and, where required, attend sessions for health surveillance
- carry out a risk assessment using appropriate confidentiality if a staff member or student approaches them regarding a condition affecting health
- ensure that staff and students within their remit receive induction, training, resource (including time), advice and support, and are supervised until deemed competent
- ensure that when Postgraduate Research students undertake paid 'work' for the University (e.g. demonstrations/ tutorials) they are classed as staff, are managed rather than supervised and given extra support and training
- raise any issues of non-compliance through their line management structure or Wellbeing Safety and Health
- ensure that risk assessments take place at the planning stage of any research proposal, are regularly reviewed, kept up-to-date as the research proceeds, and any changes are shared with all involved



- ensure that the cost of implementing suitable risk control measures and disposing of hazardous substances and contaminated equipment are properly resourced, and that this is included in the funding arrangements
- in conjunction with the student, produce a risk assessment for student projects and agree and write down control measures with the student before work begins
- offer a level of supervision, training and induction based on the risks involved in the work, and the individual experience and competency of the student

3.3 Health and Safety Coordinator

Appointed and managed locally, they offer health and safety support on a part- or full-time basis, and often:

- assist line managers/ academic tutors to implement health and safety protocols locally
- support line managers and the Health and Safety Manager to keep staff (and students) informed of current requirements and new developments
- disseminate information, take part in inspections and monitoring, support inductions, advise on risk assessments and lead on accident reporting

3.4 Trade Union Health and Safety Representatives

Trade Union safety representatives are respected as equal partners in their roles as employee representatives, and members of health and safety committees and inspection teams.

The Trade Union safety representatives play a crucial role in representing all staff at the University of Leeds to help create a positive health and safety culture; they have a number of statutory functions:

- in discussions with the University on safety, workplace health or welfare
- in discussions with the Health and Safety Executive or other enforcing authorities
- when investigating hazards and dangerous occurrences
- when investigating complaints
- when being informed of reportable accident and incident investigations
- when carrying out inspections of the workplace and relevant documents



3.5 All Staff and Students

Everyone has a responsibility for their own health and safety, and that of others who may be affected by their work, research or study and their acts or omissions. Everyone has the right not to proceed with any activity if they feel it poses a danger to their safety or that of others, and they must immediately raise their concerns with their line manager, academic tutor or Wellbeing Safety and Health.

Staff and students must:

- take reasonable care of themselves and cooperate with the University on health and safety matters
- carry out their work, research and study safely and in accordance with this Policy, protocols, local arrangements or any relevant legislation
- complete and follow the requirements of the risk assessment and implement any identified control measures
- use local arrangements or tell their academic tutor to report an accident, incident, near miss or work-related illness
- notify their line manager or academic tutor (or Wellbeing Safety and Health) if they have a condition affecting health which may be caused by, or made worse by, work, study or research activities
- undertake health and safety training and induction
- report any faults, damage, unsafe or unhealthy working conditions or equipment using local arrangements or to their academic tutor
- use work equipment for its intended purpose
- not interfere with or misuse anything provided for health and safety
- on discovering a fire, raise the alarm
- if emergency alarms sound, leave by the nearest emergency exit
- notify their line manager or academic tutor in advance to set up a Personal Emergency Evacuation Plan (PEEP) if they will need assistance to evacuate
- not damage the fabric of the building or connect directly to the services, other than through a standard electrical socket, without prior agreement from the Director of Facilities
- bring any breaches of this Policy, protocols or local health and safety arrangements to the attention of their line manager or Health and Safety Manager



Appendix 1

School Health and Safety

Head of School:	Professor Abigail Harrison Moore
School Health & Safety Coordinator:	Robert Smith
Nominated Persons for Electrical Testing:	Katherine Lacey/Peter Morton/David Sowerby

Names and contact details of First Aiders are displayed in the building.



Appendix 2

School Health and Safety Committee

Chair	Head of School
Appointed Members	School Health and Safety Coordinator School Resources and Facilities Manager Faculty Health and Safety Manager
Elected Members	Representative from Fine Art Representative from History of Art Representative from Cultural Studies Representative from the Technical Staff Student Representative Union representative



Appendix 3

Health and Safety Inspections

A Health and Safety Inspection is the process whereby a location or activity is visually checked to see that the expected health and safety standards are being achieved. It takes a snapshot in time to identify good practice and areas for improvement. An inspection should be scheduled at least a term in advance and be carried out by a small team including the Head of School, School Health and Safety Coordinator, School Resources & Facilities Manager, Faculty Health and Safety Manager, a member of technical staff and union safety representatives (who must always be invited and will attend wherever possible).

- The School is inspected using an approved checklist, to ensure they meet expected health and safety standards every twelve months, with high risk areas (as identified by the Faculty Health and Safety Manager) checked every six months
- The inspection reports will be formally fed into the School Health and Safety Committee and reported back to the Head of School
- Records are kept of all monitoring activity for at least three years

Further information and guidance on Health and Safety Inspections is available from the Health and Safety Services website

http://wsh.leeds.ac.uk/info/206/monitoring/127/monitoring_health_and_safety/3 .



Appendix 4

Risk Assessment

Regulation 3 of the Management of Health and Safety at Work Regulations (MHSWR) requires employers to make suitable and sufficient assessment of the risks presented by work activities to the health and safety of employees and other persons. The aim of this assessment is to identify the measures needed to comply with the requirements of the relevant legislation.

Health and safety risk assessment is the systematic identification of hazards (*something with the potential to cause harm; this can include substances or machines, methods of work and other aspects of work organisation*), and the evaluation of the risks (*risk is the likelihood that the harm from a particular hazard is realised*). The extent of the risk covers the population affected and the consequences for them. Therefore risk reflects the likelihood (*the probability that the harm from a particular hazard is realised*) and the severity (*the worst case injury which is reasonably foreseeable taking into account existing control measures*). The analysis of the factors of severity and likelihood is important to enable a balance of risk against the costs of the measures provided/to be provided.

Generic risk assessments (with accompanying Control of Substances Hazardous to Health (COSHH) Assessments where applicable) are carried out every 2 years for all areas and activities in the School by the appropriate staff. These are documented using the relevant risk assessment forms available from the University Health and Safety Services website <http://wsh.leeds.ac.uk/info/209/forms/132/forms> and formally brought to the School Health and Safety Committee for discussion.

All staff and students who are considering developing a project or research event or activity should in the first instance complete a risk assessment using the appropriate form available from <http://wsh.leeds.ac.uk/info/209/forms/132/forms> . Completed forms should be returned to the School Health and Safety Coordinator.

Further information and guidance on Risk Assessment is available from the Health and Safety Services website:

http://wsh.leeds.ac.uk/info/207/risk_assessment/128/risk_assessment



Appendix 5

Accident and Incident Reporting

The first priority is to treat any injured persons. Either contact a trained first aider (Section 2, Annex 1) or alert University Security Services on ext. 32222 so they can call an ambulance.

In the event of an accident, an incident or a near miss there is a legal requirement to document and report the matter. As soon as is practicably possible a report must be made either by the injured party or by the School Health and Safety Coordinator or by another member of staff.

The following procedure applies to all accidents, incidents or near misses on University property involving staff on University business (whether on or off campus), students and visitors on University property.

ACTION:

- For any accident or incident, including fire an entry should be reported on the University Sentinel online accident and incident reporting system by first completing an [Accident Report Form](#) . The completed form should then be forwarded to the School Health and Safety Coordinator for entry onto online system.
- In the event of a **DEATH** or **MAJOR INJURY**, Health and Safety Services should be contacted immediately on ext. 34201/34206 and also reported to the School Health and Safety Coordinator.

The University has a legal duty to report these under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

NB: There is a requirement that the School investigates accidents and incidents in order to minimise the risk of further occurrences. All reported accidents and incidents are formally brought to the School Health and Safety Committee for discussion. A copy of all recorded online accidents and incidents are automatically forwarded to Health and Safety Services.



Further information and guidance on Accident and Incident Reporting, RIDDOR reportable accidents, incidents and diseases is available on the Accident Report Form or from the Health and Safety Services website <http://wsh.leeds.ac.uk/info/210/accidents/129/accidents> .



Appendix 6

Display Screen Equipment (DSE)

Introduction

Display Screen Equipment (DSE); previously referred to as Visual Display Units or VDUs, are an essential requirement in the University workplace environment. It is recognised that the majority of Staff and Students use DSE or computing equipment, and therefore it is important that provision is made for the working environment, facilities, information and training that allows for the use of this type of equipment with minimal risk to the health and safety of the individual.

There are a number of risks associated with the prolonged use of DSE and this Standard and associated Guidance aims to provide information on how to minimise these risks. Some of the risks associated with DSE are those leading to musculoskeletal problems e.g. Work Related Limb Disorders, (WRLD's) also known as Repetitive Strain Injury, (RSI), visual fatigue and stress. Consideration should also be given to potential risks to women who are pregnant. There have been many studies investigating the effects of using DSE, and the factors that may influence these such as ergonomics, posture, work schedules and routines, and various environmental factors.

Definitions

Display Screen Equipment (DSE) - any alphanumeric or graphic display screen, regardless of the display process involved, which is used for, or in connection with work.

This includes portable systems (i.e. laptops, tablets and other touch screen devices) that are provided by the University and are used by employees for more than 1 hour continuously (or for 1½ hours in total over the working day).

This does not cover: calculators, cash registers, or any equipment with a small measurement or data display required for direct use of the equipment; DSE on board a means of transport (i.e. Satellite Navigation Equipment) or window typewriters with a small display showing no more than a few lines of text.

Workstation – The area that accommodates an individual's display screen equipment.

When an assessment is carried out the immediate environment e.g. lighting, temperature,



noise etc. is also considered.

DSE User - all employees:

- Staff member – any member of the University of Leeds who is paid a salary.
- Temporary / Agency staff (contract of 3 month or more)
- PG research staff - if paid
- Non-Leeds based staff who uses DSE for 1 hour continuously, or for 1½ hours in total over the working day for, or in connection to work.

Standard

The University takes a management approach based on the adequate control of the risks and expects that:

- DSE users complete the two online modules (DSE training **and** DSE risk assessment) every two years (or more often if there are significant changes), using the system provided by Britsafe.
- After completing the online modules; staff should adjust their workstation accordingly with all actions identified in the risk assessment carried out.
- DSE Users are made aware of the free eyesight available to them on completion of the online training and risk assessment (Britsafe) as set out in the Eye Test Procedure.
- Electrical items constituting DSE, which require testing are tested in line with the University's Electrical Safety health and safety protocol and local procedures.
- Any faults with DSE, either hardware or software, are reported.
- Accidents, incidents or diagnosed chronic ill health condition caused by working with DSEs are reported on the University's accident and incident reporting system (Sentinel) and a referral to occupational health is considered.
- Those undertaking follow-up DSE assessments (Assessors) are trained and are competent to:



- a. Assess risks arising from the workstation and type of DSE work being done.
- b. Use and interpret additional sources of information on risk.
- c. Construct a clear record of the risks and make the findings available to those who will need to take appropriate action.

Further information and guidance on DSE is available from the Health and Safety Services website <http://wsh.leeds.ac.uk/info/199/dse/121/dse> .



Appendix 7

Electrical Safety

The University is obliged by law to ensure that all mains powered electrical equipment used on its premises is in a safe condition. The Electricity at Work Regulations 1989, which came into force on the 1 April 1990, are statutory regulations designed to protect people against the dangers of electricity in their place of work. The main purpose of the regulations is to prevent death or personal injury from electrical causes in connection with work activities.

Electrical injuries might arise from; electrical shock, electrical burns, fires of electrical origin, or electrical explosions initiated or caused by electrical arcing.

School Equipment

All School equipment must undergo annual inspections and electrical testing by a qualified person. All equipment must be labelled as safe to use and any piece of equipment that fails an inspection or test will be removed and disposed of immediately. The School maintains an inventory of equipment and locations as well as test results.

In the event of a hand held power tool being loaned to a student or member of staff, then a Formal Visual Inspection (FVI) must be carried out by a member of staff with a Portable Appliance (PA) testing qualification.

Formal Visual Inspection (FVI)

A Formal Visual Inspection (FVI) consists of:

1. Cable to equipment and/or cable of extension lead in sound condition.
2. Cable outer insulation secured in cord grip at plug and secure at equipment (cable must also be protected from case at equipment end).
3. No evidence of non-standard joints in cable e.g. taped joints.
4. Equipment casing in good condition e.g. no damage, bulges, dents or cracks and no loose parts/overheating.
5. No damage to plug i.e. no cracking, bent pins, burn marks or discolouration.

If the plug is not a moulded one, the top must be removed and the following checks carried out:

1. No sign of internal damage, overheating or foreign matter in the plug.
2. Wires in the plug all firmly secured.
3. Wires properly connected to the correct terminal.



4. Cable clamp securely gripped to outer sheath, not to the wires themselves.

Personal Items of Electrical Equipment

No personal items of electrical equipment brought into the School by Staff or Students may be used until an appointed member of staff has tested it.

Anyone using mains powered electrical items without the knowledge of the University or School may be held personally liable in the event of injury to another individual (e.g. electric shock or electrocution) or in the event of damage as a result of fire. This also refers to equipment that may be hired to or loaned to the School. In the case of equipment that is temporarily hired by the School, the hiring company must ensure the equipment is properly maintained and is safe for hire. The School must carry out a formal visual inspection. **Any item of equipment that fails an inspection or test must not be connected to the mains and must be removed from the University premises.** If the item is fit for use the details of the appliance must be logged in to an inventory and kept within the School. The Head of the School can decide whether to allow or disallow personal items on site.

Further information and guidance on Electrical Safety is available from the Health and Safety Services website http://wsh.leeds.ac.uk/info/200/electrical_safety/186/introduction.



Appendix 8

Manual Handling

Manual handling includes any occasion where objects, equipment, people or animals are physically moved in any way. This includes lifting, lowering, carrying, pushing and pulling, and may involve one or more workers.

According to the Health and Safety Executive, more than a quarter of all accidents reported each year are associated with manual handling. The vast majority of these accidents result in three days or more off work, most commonly due to sprains or strains, often of the back.

There is a growing belief among medical professionals that most manual handling strain injuries tend to be cumulative – the accumulation of actions over time, rather than any one single handling incident. Mistakes with manual handling can also cause spontaneous injuries such as fractures, cuts and bruises.

The main areas of concern regarding manual handling are lifting and carrying, and it is important to avoid twisting and stooping where possible. The activity could also include pushing, pulling or team handling.

The Legislation

Under Section 2 of the Health and Safety at Work, etc. Act (HASAWA) 1974, the University has a duty to provide a safe place of work and safe systems of work, so far as is reasonably practicable. This duty includes the need to minimise the risk arising from manual handling activities.

The Management of Health and Safety at Work Regulations (MHSWR) 1999 require the University to assess any risk arising from its activities. It places the responsibility upon the University to identify and assess all work activities, this includes manual handling.

The Manual Handling Operations Regulations (MHOR) 1992 (as amended) require risks to people's health and safety from manual handling activities, to be prevented or adequately controlled. Where it is not possible to avoid manual handling, and these activities involve significant risk (outside the recommended guidelines), a detailed, specific manual handling risk assessment will need to be completed.



Training

All staff should complete the Health & Safety Services Manual Handling e-training module available at http://wsh.leeds.ac.uk/info/76/training_courses/226/e-learning. Staff whose job involves significant manual handling should undertake a practical manual handling course available through Health and Safety Services.

People Especially at Risk from Manual Handling

Staff who are especially at risk from manual handling include new or expectant mothers, anyone below 18 years of age, staff known to have a history of relevant health problems, and staff with a previous manual handling injury.

If any of these people work in the School and their role involves manual handling, then individual risk assessments must be completed to ensure the risks are adequately controlled.

General Information on Manual Handling

Further information and guidance on manual handling including the Manual Handling Risk Assessment is available from the Health and Safety Services website http://wsh.leeds.ac.uk/info/211/manual_handling/131/manual_handling .



Appendix 9

Fire Safety

All staff should complete the Health & Safety Services Fire Safety e-training module available at http://wsh.leeds.ac.uk/info/76/training_courses/226/e-learning.

Personal Responsibilities of All Staff:

LEARN – how to prevent fires. What to do in the event of a fire. How to raise the alarm. How to use extinguishers.

CHECK – that staircases, landings, escape routes and exit doors are kept clear of obstructions at all times.

ENSURE – that smoke and fire-stop doors are not wedged open.

PREVENT – fires – pay particular attention to careless smoking.

REPORT – anything you consider to be a fire risk to your supervisor or the School Health & Safety Coordinator.

ASK – if in doubt. Do not wait – ask for advice.

Action to be Taken on Hearing the Fire Alarm:

- Leave the building by the nearest exit. Do not attempt to use the lifts.
- Go to the designated assembly point for the building, as indicated on the blue Fire Instructions Notice.
- Fire Wardens and Fire Marshalls will check the building is clear before exiting.
- Do not go back into the building until instructed to do so by the Fire Warden, School Health & Safety Coordinator or Security.

If a Fire is Discovered:

- Raise the alarm (press the nearest fire alarm call point).
- Telephone the Security Office on ext. 32222, and state the exact location of the fire, the location of any trapped persons, the type of fire (fuel involved) and report any hazardous substances that maybe involved.
- Tackle the fire if safe to do so, by using the appropriate firefighting equipment provided.
- If your efforts have no effect on the fire or the fire is large, CLOSE THE ROOM DOOR and evacuate the building and report to the designated assembly point for the building.



Further information and guidance on Fire Safety is available from the Health and Safety Services website http://wsh.leeds.ac.uk/info/185/fire_safety/108/fire_safety .



Appendix 10

First Aid

The School has trained first aiders in place to respond effectively in the hours the building is regularly occupied. As far as practicable any injured person should receive appropriate first aid quickly from informed and trained personnel.

Organisers of field trips and events should ensure that appropriate arrangements for providing first aid exist.

Anyone on campus requiring emergency assistance should contact the University Security Service on ext. 32222.

Further information and guidance on First Aid is available from the Health and Safety Services website http://wsh.leeds.ac.uk/info/203/first_aid/124/introduction.



Appendix 11

Working at Height

The purpose of The Working at Height Regulations 2005 (WAHR) is to prevent death and injury caused by a fall from height.

Responsibilities

The Head of School is responsible for managing working at height by identifying the equipment, activity or process that requires people to work at height. They should ensure that all avenues to avoid working at height are explored. However, if work at height is required, controls must be in place to ensure:

- All work at height is properly planned and organised.
- All work at height takes account of weather conditions that could endanger health & safety.
- Those involved are adequately instructed, trained and competent.
- The place where work at height is appropriately inspected.
- The risks from fragile surfaces are properly controlled.
- The risk from falling objects are properly controlled.
- Access equipment which has been assembled or erected is inspected by a competent person prior to use.

Hierarchy of Controls

The WAHR set out a hierarchy of control that must be followed for managing and selecting equipment for work at height.

- Avoid work at height where possible.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimize the distance and consequences of a fall should one occur.

Checklist for Working at Height

Before undertaking or requesting that work at height be undertaken the following should be answered:

- Can working at height be avoided?
- Is it necessary to undertake the work in this manner?



- Has a suitable and sufficient risk assessment been completed? (the appropriate form can be obtained from a technician).
- Is there a safe method of getting to and from the work area?
- What particular equipment will be suitable for the job and condition on site?
- Is equipment in good condition and the person(s) erecting the equipment trained and experienced?
- Are those who use the equipment supervised so that they use it correctly? The more specialist the equipment, the greater the degree of training and supervision required.
- Is there a system for reporting defects and arranging replacements? (Safe Working Procedures / Ladder Inspection Checklist).

Training

Any member of staff or student who is considering working at height must attend a Working at Height 2005, and the use of stepladders – ‘toolbox talk’ training session, provided by a competently trained person, prior to engaging in working at height.



Appendix 12

Lone Working

Lone working is where a person undertakes a specific activity unaccompanied or without immediate access to another person for assistance.

Lone working is NOT where individuals experience brief situations in which they find themselves alone, but where individuals are knowingly placed in circumstances where they work without direct or close supervision.

The responsibility for ensuring safe systems of work are implemented for lone working lies with the person who manages the work. This responsibility cannot be delegated to the lone worker although they will ultimately be the person implementing it.

The procedure for assessing lone working is a risk assessment. The lone working approval form and risk assessment form are available from the University Health and Safety Services website <http://wsh.leeds.ac.uk/info/209/forms/132/forms> .

Further details and guidance about Lone Working is available from the Health and Safety Services website http://wsh.leeds.ac.uk/info/194/lone_working/116/lone_working .



Appendix 13

Fieldwork

Fieldwork is an essential part of University teaching and research, enabling and inspiring many staff and students' academic and personal development. People organising fieldwork need to use an effective fieldwork assessment process to minimise risk and ensure that as a University we fulfil our duty of care to protect staff, students and other affected people.

The key to managing fieldwork safely is firstly to carry out the Fieldwork Assessment and consider the potential risks before you go; secondly once you are undertaking the activity, to carry out a dynamic assessment of risk as you go along to deal with any changing situations.

For staff, fieldwork **does not** include business trips, meetings or conferences in the UK or abroad **unless** they are in a location to which Foreign and Commonwealth Office (FCO) recommends against travel. If you have any questions please discuss with the PVAC Health and Safety Manager.

For students, fieldwork **does** include meetings and conferences off campus in the UK and abroad.

The University takes a risk-based approach to managing fieldwork and expects that:

- Fieldwork activities are identified and a system is in place to identify which staff/ students are on fieldwork, when and where.
- Fieldwork activity organisers and other key roles are identified and understood.
- For fieldwork overseas, Foreign and Commonwealth Office (FCO) travel advice is checked and incorporated into the Fieldwork Assessment.
- Where FCO advice is *against* 'all but essential travel' or 'all travel' to the area, a Fieldwork Assessment (high risk) is carried out and approval obtained following the 'University travel against FCO advice procedure'.
- Whilst on fieldwork, if the FCO advice changes to advise against 'all but essential travel' or 'all travel to' the area, the 'University travel against FCO advice procedure' is implemented.
- People involved in fieldwork are briefed and given insurance policy details before the fieldwork activities begin.



- All control measures identified in the Fieldwork Assessment are put in place.
- All health and safety training needs specific to the fieldwork activity are identified in the Fieldwork Assessment, fulfilled and recorded.
- People involved in fieldwork are given training as identified in the training matrix, and this is recorded.
- A University-approved Fieldwork Assessment Form is completed.
- The periods of fieldwork activity, 'down time' and 'personal time' are clearly defined in the Fieldwork Assessment.
- The gender, experience, age, disability or medical conditions of all fieldwork participants is taken into consideration when planning any fieldwork activity and is included in the Fieldwork Assessment.
- Any requirement for health surveillance identified in the Fieldwork Assessment is referred to the Occupational Health Service (staff) or GP (student) and organised.
- All Fieldwork Assessments and associated documentation are shared with all those involved in the fieldwork.
- A copy of the Fieldwork Assessment and any associated documentation is taken into the field so that significant changes can be recorded.

Fieldwork risk assessment forms are available from the University Health and Safety Services website <http://wsh.leeds.ac.uk/info/209/forms/132/forms> .

Further information and guidance on Fieldwork is available from the Health and Safety Services website <http://wsh.leeds.ac.uk/info/186/fieldwork/109/fieldwork> .



Appendix 14

Chemical Safety and COSHH

A Control of Substances Hazardous to Health (COSHH) risk assessment should be produced, approved and any identified control measures implemented before a hazardous substance is used.

A register of hazardous substances compiled from the COSHH assessments, is located in the School's Workshop and Studio areas.

Any persons using a substance that is identified as hazardous should first confirm the requirements for safe use, storage and disposal by consulting the COSHH Assessment register. If there is any doubt contact the School technicians for guidance.

All substances identified as hazardous should be securely stored in the metal safety cabinets provided in the School studios and workshops.

All appropriate personal protective equipment (PPE) should be used when handling hazardous substances. All PPE is available from the School's technicians.

All hazardous waste substances and containers should be returned with due care and attention to the appropriate technicians for disposal.

Any person found disregarding any of these procedures maybe refused permission to use and handle materials that have been identified as hazardous.

Further information on the Management of Hazardous Substances is available from the Health and Safety Services website

http://wsh.leeds.ac.uk/info/205/hazardous_substances/126/management_of_hazardous_substances .



Appendix 15

Waste Management

Waste Management, Recycling and Disposal Procedures form part of the University's Environmental Management Systems (EnvMS) requirements. The University adopted the EnvMS in February 2004 and a key environmental objective identified was to improve and monitor the University's waste management programme. UK Waste legislation originates from the Control of Pollution Act 1974.

Office Waste and Recycling

Recycling containers are provided for plastics, paper, cans, glass and waste. Waste containers are emptied and recycling materials collected when containers are becoming full.

Other items that can be recycled are:

- Electrical equipment – contact Robert Smith, ext 31040, r.a.smith@leeds.ac.uk
- Printer toner cartridges – take to the nearest collection site (Clothworkers South)
- AA and similar batteries – send in the internal post to Cleaning Services
- Batteries containing lithium, cadmium or mercury, lead acid type of rechargeable – contact Sarah Burdall - Health & Safety Services, ext 38042, s.e.burdall@leeds.ac.uk

All staff and students are requested to comply with this so that an efficient recycling programme is adopted in the School.

Further information and guidance on Waste Management is available from the Sustainability Service website <http://sustainability.leeds.ac.uk/recycling/>.



Appendix 16

Staff and Student Motor Insurance

When using a private motor vehicle/ motorcycle for business travel the member of staff/ student should ensure the vehicle has a valid MOT certificate (where necessary) and vehicle tax. The member of staff or student must hold a valid driving licence, have business use cover on their motor insurance, and ensure there are no medical reasons why they should not drive.



Appendix 17

Health and Safety Training

The University takes a management approach to ensure training contributes towards the development of relevant health and safety competencies, and expects that:

- Staff are allocated adequate time within working hours to undertake relevant health and safety training.
- New employees receive the health and safety information contained in section 3 and annex 1 of the Human Resources induction checklist, and the completion date is recorded on SAP.
- The University Training Matrix available at http://wsh.leeds.ac.uk/info/189/health_and_safety_training/111/health_and_safety_training identifies the key health and safety training requirements of common roles across the University.
- All staff have their role and activity-specific health and safety training requirements identified in the training matrix.
- An assessment determines whether the necessary health and safety competencies, as required by the training matrix, have already been attained.
- Any necessary additional health and safety training is identified, delivered, and health and safety competencies assessed and recorded.
- A record of formal health and safety training is kept on SAP for each staff member.
- A record of informal health and safety training is kept for each staff member.
- All health and safety training records are kept for a minimum of 3 years from leaving employment.
- Anyone organising health and safety training with an external training provider gains approval from a Health and Safety Manager or the Training Manager for Wellbeing, Safety and Health using the “External Training Provider Approval Form” before the training occurs.

Further information on the health and safety training and competencies is available from the Health and Safety Services website

http://wsh.leeds.ac.uk/info/189/health_and_safety_training/111/health_and_safety_training .



Appendix 18

Health and Safety Handbook Amendment Record

Date	Issue	Amended By	Comments/Details
Apr 2015	1	Robert Smith	First draft
Jul 2015	2	Robert Smith	Updated
Nov 2015	3	Robert Smith	Updated
Oct 2016	4	Robert Smith	Updated

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