



HEALTH & SAFETY ARRANGEMENTS (PART 2 OF 3) CORE ARRANGEMENTS

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SECTION 2 - CORE ARRANGEMENTS

2. OUT-OF-HOURS WORKING IN HYMS

Employees, postgraduates and undergraduate students

Undergraduate students are not normally given access to the multifunctional laboratories at Hull or York between the hours of 17:00 to 09:00 Monday to Friday, as well as Saturday and Sunday. However, access to PBL and computer rooms (2nd floor in Loxley, Hull and the ground floor at York) in the HYMS buildings is unrestricted i.e. 24 hours a day and 7 days per week. All undergraduate students present in the HYMS buildings before 07:30 and after 19:00, as well as at any time on weekends and bank holidays must contact the respective security offices to inform them of their presence (ext. 3300 at the University of York, ext. 6868 at the University of Hull).

Staff working out of hours must ensure that their working arrangements are agreed by their head of group or line manager as appropriate; staff must still inform their respective security offices of their presence.

2.1. LONE WORKING POLICY

It is essential to ensure the safety and welfare of staff and students at all times, and especially if lone working is contemplated. Staff and students must comply with the relevant University of Hull or York lone working Policy.

For details of the respective university work alone policies go to:

Hull:

[https://share.hull.ac.uk/Services/healthsafety/_layouts/15/WopiFrame.aspx?sourcedoc=/Services/healthsafety/Global%20Documents/HSafety-Lone%20Worker%20Guidance%20\(002\).pdf&action=default](https://share.hull.ac.uk/Services/healthsafety/_layouts/15/WopiFrame.aspx?sourcedoc=/Services/healthsafety/Global%20Documents/HSafety-Lone%20Worker%20Guidance%20(002).pdf&action=default)

York:

[https://www.york.ac.uk/admin/hsas/safetynet/Lone%20Working/Management%20%20Procedure%20-%20Lone%20Working%20\(VS1.8%20-%20Feb%202016\).pdf](https://www.york.ac.uk/admin/hsas/safetynet/Lone%20Working/Management%20%20Procedure%20-%20Lone%20Working%20(VS1.8%20-%20Feb%202016).pdf)

COMMUNITY VISITING FOR RESEARCH STAFF AND STUDENTS

Prior to a community visit, a risk assessment and possibly a SOP should be in place for the local area undertaking the visit to respond to local issues. You should ensure that details of your car, mobile phone numbers, home number and contact details of 'significant other' to be given to an agreed person. Visits should take place in daylight if possible. All first visits should be carried out in daylight.

It is recommended that Skyguard devices should be used in these circumstances and SOP put in place for their use locally.

If Skyguard is not to be used a diary of researcher's whereabouts is to be kept up to date in the research group's office. Contact numbers relating to the patients being visited to be put in the diary or on a display board with times of visits. The exact details of the visit(s) will be lodged with the relevant admin office. The researcher should take a charged mobile phone with them.

After a visit

The researcher is to phone the office once the visit is complete (during office hours) or to the agreed person (outside office hours).

If 3 hours have elapsed since the start of the researcher's visit the following procedure should be followed:

If there is no call after 3 hours:

Phone the researcher on their given mobile numbers.

a) If they are still interviewing, arrange for the researcher to telephone the office when they leave.

b) If no answer, try other mobile phones and contact numbers.

c) If contact has still not been made, phone the patient.

d) If the patient says that the researcher is there, ask to speak to her personally and check everything is well.

e) If the patient says that the researcher has left recently (within 10 minutes), wait another 10 minutes. If there is still no contact, instigate emergency procedure.

f) If there is no answer from the patient, commence emergency procedures.

Community Researcher: Emergency procedures

The agreed person (if outside office hours) should inform the researcher's supervisor and then phone the police:

North Yorkshire police 0845 60 60 247

Humberside police 0845 60 60 60 222

North and North East LINCOLNSHIRE police 0845 60 60 60 222.

If it is an emergency then dial 999

The following information will be required by the police:

- The researcher's name
- Car registration, make & colour
- Personal mobile no and home phone no
- The name, address and telephone number of the patient being visited and the caller's phone number.

2.2. SAFETY OF CONTRACTORS, CLEANERS AND VISITORS

Arrangements for contractors, university estate and building services staff to carry out work in HYMS should be made through the HYMS Chief Operating Officer or LSO at Hull or York. No contractor external to the universities may commence work without a signed "permit to work" form.

Before permitting entry of professional contractors, staff of the university's estate and building services staff, cleaners or other persons not specifically trained/authorised to carry out work in a specialised work (e.g. Laboratory or office) area, the estates manager should inform the person(s) supervising the work area of the projected visit, and consult the supervisor or failing that, HYMS LSO at Hull or York on potential health hazards and any special precautions to be taken.

A leaflet describing safety procedures for visitors and contractors, etc. is available from the HYMS reception offices. All visitors and contractors should report to the HYMS building representative prior to the commencement of any work.

The HYMS guidance for the appointment of visiting researchers at Hull York Medical School must be followed for all visiting researchers and other visitors to HYMS, NHS trust honorary

contracts may also be required for these visitors that are expected to be based on NHS property.

2.3. DISABLED PERSONS

Persons who have any form of disability which they feel might have particular relevance to their health and safety whilst working in the University, should contact the school disability officer or school safety officer. Systems of work and precautionary measures relevant to each individual's situation may then be discussed, and implemented, where required. Advice on means of escape for disabled persons in the event of fire is available from the University Fire Safety Officer. Personnel who form part of a recovery team, such as School Fire Wardens must be instructed as to any additional duties they may have, where the area which they cover may include a known disabled person.

2.4. THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) REGULATIONS 2002

Under these regulations it is necessary for a written appreciation of the hazard from all potentially dangerous substances (including micro-organisms and dangerous pathogens) used in an activity to be compiled before work starts. For each activity a COSHH assessment form must be completed.

COSHH forms are available from the following university websites:

HYMS uses Bio-COSHH procedural risk assessment.

Blank copies of HYMS Bio-COSHH procedural risk assessment forms are available from Andrew Gordon 01482 466823 and are also available on shared networks. (HYMS K drive)

York: <http://www.york.ac.uk/admin/hsas/>

Copies of completed COSHH forms must be deposited in the health and safety folder/COSHH forms folder/completed risk assessment forms on the shared drive and issued to all involved in the activities.

Each COSHH assessment should carry a list of any corrosive, toxic, or irritant chemicals which are used in the relevant activity, and any micro-organisms classified as other than group 1 pathogens. Very hazardous chemicals should be highlighted on this list, especially carcinogens, teratogens, or those associated with reproductive toxicity. Where an activity is part of a group of related projects, the group may be subject to a single COSHH assessment, and where a single laboratory is devoted to related projects, the list could be a

laboratory list which should be posted near the door of the laboratory. Methods of work must be clearly described, either in the assessment form or in some other readily accessible document to which reference is made.

Although covered by legislation other than COSHH, the hazards from substances arising from their explosive or flammable properties should also be considered, as should hazards from extremes of pressure or temperature. Radioactive substances are assessed separately. Information about the hazards associated with chemical substances can be obtained from a variety of sources, including: BDH/Merck laboratory supplies catalogue; Sigma-Aldrich material safety data sheets; BDH hazard data sheets; M & B material safety data sheets; Sigma-Aldrich safety.

It is the responsibility of supervisors including office, teaching, research and class laboratory supervisors to:

- Assess the risk to health arising from the activity and what precautions are needed;
- Introduce appropriate measures to prevent or control the risk;
- Ensure that the control measures are used and that equipment is properly maintained and correct procedures used;
- Where necessary, monitor the exposure of people at risk and carry out appropriate surveillance of their health;
- Inform and instruct people at risk on the risk and train them in the precautions to be taken.

Normally the supervisor or immediate line manager is responsible for assessing the procedures described in the COSHH assessment form as to their suitability as "safe procedures", and will sign the form accordingly. In the event of any uncertainty, a HYMS LSO should be consulted. The "assessor" is normally the member of staff charged by the head of school with responsibility for the area in which the work is to be carried out. Supervisors cannot be held responsible for unreasonable behaviour putting people at risk. It is assumed that each person is sufficiently responsible to act with a degree of competence in keeping with their prior experience and qualifications.

2.5. WORKING AT HEIGHT POLICY IN HYMS

a) Working at height - risk assessment

A risk assessment is a requirement of health and safety legislation. It is a careful examination of what could cause harm to people as a result of work activity. It will allow you to take the necessary precautions to prevent harm occurring.

Risk assessment forms can be obtained for Hull and York at the following sites:-

Hull:

[https://share.hull.ac.uk/Services/healthsafety/_layouts/15/WopiFrame.aspx?sourcedoc=/Services/healthsafety/Global%20Documents/Basic%20Risk%20Assessment%20Form%20\(blank\).docx&action=default](https://share.hull.ac.uk/Services/healthsafety/_layouts/15/WopiFrame.aspx?sourcedoc=/Services/healthsafety/Global%20Documents/Basic%20Risk%20Assessment%20Form%20(blank).docx&action=default)

York:

<http://www.york.ac.uk/admin/hsas/>

b) Once a risk assessment has been conducted the working at height 'hierarchy of control' should then always be implemented.

c) Hierarchy of control (see <http://www.hse.gov.uk/pubns/indg401.pdf> for further details) under regulation 6 of the work at height regulations, there is hierarchy of control for determining how to work at height safely. The hierarchy has to be followed systematically and only when one level is not reasonably practicable may the next level be considered. It is not acceptable to select work equipment from lower down the hierarchy (egg personal fall arrest, such as harnesses and lanyards) in the first instance. The hierarchy has three basic steps to consider, in order these are avoid, prevent, minimise

d) It is the responsibility of the person undertaking the activity (the duty holder) to:

- Avoid work at height where they can;
- 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 minimise the distance and consequences should one occur.

e) It is not always necessary to implement all parts of the hierarchy, e.g. in the case of a fully boarded and guarded scaffold, workers would not be expected to wear personal fall arrest equipment in addition.

2.6. WORKPLACE TEMPERATURE REGULATIONS

The Workplace (Health, Safety and Welfare) Regulations 1992 lay down particular requirements for most aspects of the working environment.

Regulation 7 of these regulations deals specifically with the temperature in indoor workplaces and states that:

During working hours, the temperature in all workplaces inside buildings shall be reasonable. However, the application of the regulation depends on the nature of the workplace i.e. a bakery, a cold store, an office, a warehouse.

The associated approved code of practice (ACOP) goes on to explain:

'The temperature in workrooms should provide reasonable comfort without the need for special clothing. Where such a temperature is impractical because of hot or cold processes, all reasonable steps should be taken to achieve a temperature which is as close as possible to comfortable. 'Workroom' means a room where people normally work for more than short periods.'

The HSE guidance states 'an acceptable zone of thermal comfort for most people in the UK lies roughly between 13°C and 30°C, with acceptable temperatures for more strenuous work activities concentrated towards the bottom end of the range, and more sedentary activities towards the higher end.'

For further details see the HSE website:

<http://www.hse.gov.uk/contact/faqs/temperature.htm>

2.7. SECURITY

To maintain the health and safety of the working environment:

- a) All windows must be secured before leaving;
- b) Water and gas supplies should be checked and turned off if practical. Similarly, where appropriate, electrical equipment should be turned off and either plugs removed before leaving or the appropriate electrical sockets switched off;
- c) Close all blinds, where fitted;
- d) Turn off lights, where possible;
- e) Ensure that all the main doors are closed prior to leaving the buildings;
- f) Do not tackle intruders on your own, raise the alarm;
- g) If required, at Hull phone security ext. 5555 for police dial 9-999. At York, phone security ext. 3333 or for police/fire/ambulance dial 9-999. If Police, Fire or Ambulance services are contacted directly then security must be informed as soon as possible.

HYMS has legal health and safety obligations even to intruders who may gain access to the building. Minimize this risk, and the risk of theft, by closing and securing every work room/lab/office before leaving at night.

Crime prevention and personal security at work

For further details of crime prevention, personal security at work and other relevant advice, go to: <https://www.gov.uk/government/policies/reducing-and-preventing-crime--2>

2.8. ACCIDENTS

SUMMARY

HYMS is required to ensure that all accidents, injuries, diseases and dangerous occurrences are reported to the University Health and Safety Services who in turn will ensure that relevant incidents are reported to the Health & Safety Executive or local authority in compliance with Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR)

Employees are required to report such incidents/accidents in the agreed specified manner as laid down by the University Accident procedure.

PROCEDURES WITHIN THE SCHOOL

Within HYMS there are people trained in first aid. All staff and students should make themselves aware of the location of resources such as first aid boxes and these first aiders. Notices detailing personnel and telephone numbers of those qualified to give first aid are located around the HYMS buildings and at the end of this Policy.

Generally:

- a) Give any possible immediate first aid. Shout for help, if necessary. Do not delay unnecessarily in seeking help.
- b) At Hull phone the report centres (24 hr.) ext. 5555 or for police/fire/ambulance dials 9-999. At York, phone the emergency number ext. 3333 or for police/fire/ambulance dial 9-999. If Police, Fire or Ambulance services are contacted directly then security must be informed as soon as possible.

LOCAL MONITORING ARRANGEMENTS

The HYMS Health and Safety Committee will review all incidents when it meets. Minutes of these meetings will be considered by school management team and subsequently considered at Faculty level.

ACCIDENT RECORDS

Records are held in the general office at both Universities. At York however, all accidents are now reported on-line at: <http://www.york.ac.uk/admin/hsas/> Note that all accidents and other potentially serious incidents must be reported to the reporting officers (first aider) who will complete the appropriate accident form and notify a HYMS LSO. A copy of the accident form must be sent to the appropriate University Health and Safety Office and a copy retained in the accident file. Statutory reports will be completed by the safety office on receipt of the report or by telephone contact in the case of a serious accident which needs to be reported immediately. All accidents must be reported to the accident/incident reporting person (even if causing no injury)

2.9. FIRST AID BOXES

First aid boxes are located throughout HYMS. HYMS has appointed persons responsible for ensuring the correct content of the boxes. Please contact the technicians if any supplies are used or you notice that the contents of the boxes are deficient.

The names of first aiders and fire wardens and are listed on the health and safety posters around HYMS, as well as in the health and safety folder in the Deans group on the k drive and in HYMS for all/HYMS information/health and safety policy on Blackboard.

Persons responsible for reporting accidents/incidents

Hull: contact a first aider

York: contact a first aider

2.10. MANUAL HANDLING

HYMS seeks to minimize the risk of injury from manual handling operations. Members of HYMS who are regularly involved in such operations shall receive training in lifting and handling and where possible, mechanical aids will be provided to minimize the risk of injury.

York based staff can visit the York university on-line manual handling training package at:

https://www.york.ac.uk/admin/hsas/safetynet/Manual%20Handling/manual_handling.htm

For Hull based staff, please see page 8 of the Hull university health and safety handbook accessed via

<https://share.hull.ac.uk/Services/healthsafety/Global Documents/University Safety Handbook.pdf>

Please report any manual handling issues to a HYMS LSO.

2.11. DISPLAY SCREEN EQUIPMENT (DSE) SAFETY

HYMS implements the policies of the universities of Hull and York concerning DSE in order to provide a safe environment for staff whose work is highly dependent on the use of DSE. The main legislation which is relevant to this subject is the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002).

Workstation assessment and self-assessment

HYMS requests all “users” to complete a workstation self-assessment form available on the shared drive under the

Deans Group\Health and Safety\DSE assessments\DSE checklist.

If this is unavailable contact a HYMS LSO

If this form highlights a deficiency, please contact a HYMS LSO, who can arrange for a departmental DSE assessor to discuss appropriate action to resolve the issue(s) raised. Please complete and file the self-assessment record sheet available on the shared drive under the

Deans Group\Health and Safety\DSE assessments\DSE assessments schedule.

Hull:

<https://share.hull.ac.uk/Services/healthsafety/layouts/15/WopiFrame.aspx?sourcedoc=/Services/healthsafety/Global%20Documents/DSE%20Policy%20-%202016.pdf&action=default>

York based staff can visit the York university online computer safety awareness training package (risk assessment for DSE users) at

<https://www.york.ac.uk/admin/hsas/safetynet/DSE/dse.htm>

Eyesight testing

For that staffs that are defined as “users”, eye tests are available.

Hull: for Hull based staff, a vision test can be arranged by the university occupational health unit at no charge. The occupational health manager will ensure that designated users are provided with further eye and eyesight tests at appropriate intervals at no cost to the users. In addition, the Occupational Health manager will be responsible for maintaining records of eye and eyesight tests and for organizing re-tests at appropriate intervals. Further details of Hull's policy are available at:

https://share.hull.ac.uk/Services/healthsafety/_layouts/15/WopiFrame.aspx?sourcedoc=/Services/healthsafety/Global%20Documents/DSE%20Policy%20-%202016.pdf&action=default

York: Eligible staff at York who wish to use the university eye check system need to complete a display screen equipment (DSE) voucher application form available at:

<https://www.york.ac.uk/admin/hsas/safetynet/DSE/dse.htm>

Forms will need to signed-off by HYMS LSO or their line manager. Completed forms are returned to The Health and Safety Department, Grimston House. A voucher will only be issued to eligible staff and must be taken to the University opticians. No reimbursements will be made for staff who decide to use other opticians. Further information on York University's management of DSE can be found at: <http://www.york.ac.uk/admin/hsas/>

2.12. SMOKING

Smoking is not permitted anywhere in the HYMS buildings. HYMS requests that smoking is not conducted within 5 Metres of any medical school building. The universities' smoking policies can be found at:

Hull:

https://share.hull.ac.uk/Services/healthsafety/_layouts/15/WopiFrame.aspx?sourcedoc=/Services/healthsafety/Global%20Documents/Smoking%20Policy.pdf&action=default

York:

<http://www.york.ac.uk/admin/hsas/>

NOTE: E-cigarette smoking is also not allowed in HYMS buildings.

2.13. FIRE SAFETY

Fire is the most serious danger which people may ever have to face. In this respect "prevention is better than cure", therefore take care when sources of ignition and fuel are used together. Familiarise yourself with the main and alternative routes of escape. Know where the nearest extinguisher is located and how to operate it.

Small fires

These should be extinguished using an extinguisher as appropriate if trained and safe to do so. Any such accident must be reported at the earliest opportunity to the appropriate reporting centre: Hull: ext. 5555 and York: emergency number ext. 3333.

Other fires

- a) Close the windows and door of the room;
- b) Sound the fire alarm if it has not sounded automatically;
- c) Leave the building as quickly and safely as possible as directed by the HYMS fire wardens and fire assembly marshal;
- d) Make your way to the nearest assembly point (Hull: fire point 20, the identified fire assembly point on the grass facing both Hertford and Loxley buildings; York: fire point 30)
- e) If possible inform the reporting centre: Hull: ext. 5555 and York: emergency number ext. 3333 and supply the relevant information;
- f) Stay at the assembly point and do not enter the building until you are told to do so by someone in authority; the university fire officer, fire wardens, or fire assembly marshal.
- g) The overall responsibility for fire safety resides with the university fire officers. However you as an individual have a duty to ensure that your daily activities are safe and to keep any possible fire risks to a minimum. If in doubt, please contact the HYMS safety officer for advice. The responsibility for the planning of fire safety procedures, signage and maintenance of fire equipment lies with various university departments. In Hull in conjunction with health and safety, the estates department. At York, health and safety, the estates department and the zone manager.

Fire Safety Information

Hull

https://share.hull.ac.uk/Services/healthsafety/_layouts/15/WopiFrame.aspx?sourcedoc=/Services/healthsafety/Global%20Documents/Fire%20Safety%20Policy.pdf&action=default

York

http://www.york.ac.uk/admin/hsas/safetynet/Fire/fire_safety.htm

FIRE SAFETY CHECKS

	Checked by	Frequency	Location
Fire extinguishers	Company appointed by the university estates office	Annually	Throughout buildings
Fire alarms	University security/electricians	Weekly Hull: Thursday 8-8:30am York: Thursday 8:30am	Throughout buildings

The use of any fire extinguisher - even if the extinguisher is not emptied – must be reported immediately to HYMS LSO.

2.14. WORK-RELATED TRAVEL

https://share.hull.ac.uk/Services/healthsafety/_layouts/15/WopiFrame.aspx?sourcedoc=/Services/healthsafety/Global%20Documents/Travel%20and%20Fieldwork%20Policy%20-%20Part%201%20-%20Employees%20Work%20Related%20Travel.pdf&action=default

This policy is to be applied to all work-related travel and off-site visits carried out by employees of the University, except in relation to field courses, which are covered in a separate policy (Policy on the Management of Field Courses). Categories of travel include (not exclusively), recruitment visits, attendance at conferences, business meetings, research in overseas countries and teaching overseas. It applies to all employees, at all levels within the organisation.

The aim of the policy is to consider the health and safety implications of work-related travel, and to put into place procedures which control these risks to an acceptable level. All employees are responsible for their own health and safety whilst undertaking off-site visits as well as not compromising the safety of colleagues they may be travelling with.

When travelling within the UK the following information should be logged with the school superintendent, (or Centre administrator for HYMS members) using the school travel profile document:

Dates of travel

Accommodation details (if appropriate)

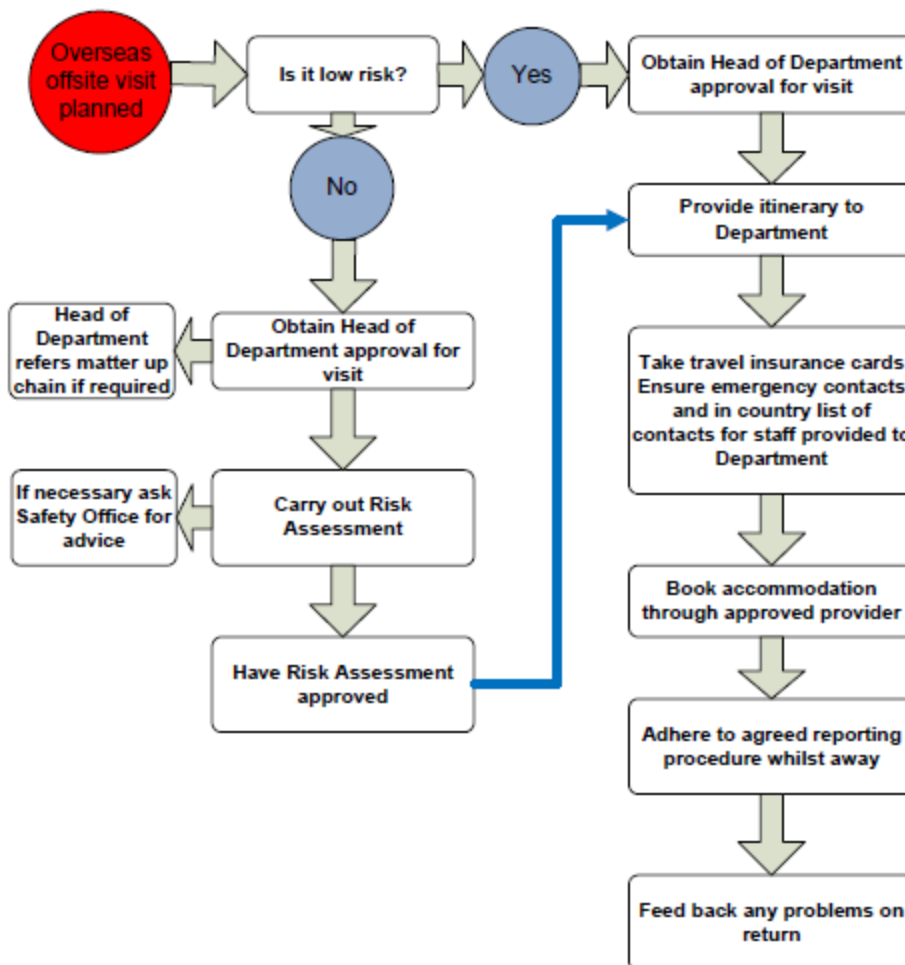
Emergency Contact Details (both the person travelling and their next of kin – **All members of staff should log these details with the school office during their induction process**).

For all overseas travel written permission must first be obtained from the Head of School, or Equivalent and the Dean. Details, as above, must be logged with the school superintendent, including a travel itinerary. All travelers must be authorised under the travel insurance provisions and be issued with the emergency contact card in case of Emergencies.

Travel that is deemed medium, or high risk, must be supported by a written risk assessment. A detailed explanation of the risks to travelling aboard can be found in the document link above.

OVERSEAS TRAVEL RISK ASSESSMENT FLOW CHART

Flow Chart for those intending to travel overseas on University Business (Use in conjunction with Section 4)



Safety Tips for employees travelling overseas

Before you go:

- Consider the culture in the country you are travelling to. Your actions may have repercussions for both yourself and your colleagues, take advice from those who are more experienced in the country before you go.
- Consider whether your mobile telephone will work in the destination of travel, you may need to hire a satellite telephone, take a departmental telephone or purchase a SIM card in country. Consider the data downloading arrangements offered by the service provider whilst abroad to ensure that you don't inadvertently incur excessive costs.
- Take a photocopy of your passport.
- Have some emergency cash held separately in case your wallet is stolen and if you can, take two credit cards which can be stored in different locations.
- Consider notifying your bank that you are travelling abroad to avoid problems associated with changing patterns of use of bank cards.

While you are away:

- Familiarise yourself with the emergency provisions within your room and the emergency evacuation routes available
- Don't invite clients back to your hotel room or conduct face to face business in your room
- Don't forget to use the reporting in procedure in place within your Department, failure to do so may result in disciplinary action being taken
- Keep your family/close contacts updated, when there are no formal reporting-in procedures in place. Make sure they are aware of how to contact you and the University if an emergency arises whilst you are away.

Dealing with an Emergency:

- Remember to take your university contact card and emergency travel insurance info, wherever you go
- Employees already overseas when a local situation changes should contact the University Security Provider 'Control Risks' on the emergency number issued
- Keep the University informed about any difficult situations you may be experiencing, if necessary using the 24 hour Security Report Centre on 465555.

When you get back:

- Report any near misses when you get back to base or during reporting in procedures.

DRIVING AT WORK

Employers have a duty of care to its employees and other road users under the Health and Safety at Work Act. Where applicable risk assessments must be undertaken to ensure compliance for any work related driving that is required. Special consideration should be given to route planning, driver experience, knowledge of basic maintenance and contact information. If you are using your car on University business you must ensure you have suitable business use covered on your personal insurance.

Use of a hire cars is encouraged for business use but the University preferred supplier must be used and the driver must have completed University Authorised driver form to take advantage of University insurance.

For up to date information the University Work related Travel Policy should always be consulted.



Hull York Medical School

Hull

University of Hull
Hull, HU6 7RX

York

University of York
York, YO10 5DD

T 000000 000000
www.hyms.ac.uk

