



## Hull York Medical School

### Health and Safety Policy

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To obtain this code of practice in an alternative format:  
Contact HYMS Quality Officer

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## 2. General statement of policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all students, employees and visitors and to provide such information, training and supervision as they need for this purpose. HYMS also accepts responsibility for the health and safety of other people who may be affected by its activities. However, it is expected that every individual takes personal responsibility for their own personal safety and that of others who may be affected by their activities. As well as the right to protection, individuals themselves must exercise responsibility in respect to health and safety issues.

The allocation of duties for health and safety matters and the particular arrangements which we will make to implement the policy are specified below.

The policy is intended to reflect current practices. To ensure this, the policy and the way in which it has operated will be reviewed annually.

Signed:  .....

(Dean of HYMS)

Date: 8 June 2012.....

Document amended January 2013 (Committee member names update)

Document amended March 2014 (Disability friendly, syntax, contacts, links)

### 3. Health and Safety Policy Statement

All Universities are subject to the Health and Safety at Work Act (1974). The Act lists the responsibilities of both employers and suppliers of materials and equipment. It goes on to state that "it shall be the duty of every employee while at work - (a) to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work ....". The Act is administered by inspectors appointed by the Health and Safety Executive (HSE) who have the power to prosecute. The Act provides for fines and/or imprisonment for any person who infringes the act. HYMS wishes to maintain a high standard of safety in all aspects of its work. All staff and students in HYMS are reminded of a constant need for care in planning and executing of experimental work. The Universities' Health and Safety regulations apply to HYMS and all personnel.

Due consideration should be given to the hazardous properties of the materials and equipment used. The Control of Substances Hazardous to Health (COSHH) Regulations require that effective written safety policy on the use of hazardous substances is prepared and is part of general school's policy on health and safety.

Academic staff supervising research students are directly responsible for their own research students. For undergraduate students the laboratory academic and technical supervisors are responsible for the students assigned to them whilst practical work is being carried out. The appropriate protective clothing must be worn at all times, and the local rules of each laboratory are to be read and observed.

It is essential for all persons to be aware of all the possible hazards of any work or operation that they are carrying out and take whatever precautions are necessary to ensure their own safety and that of others.

If any new, or possibly dangerous, technique is to be carried out advice must be sought from the supervisor or a HYMS Departmental Safety Officer and a risk assessment performed before commencing the work.

Never be afraid to report an incident, however trivial. By doing so you may help to avert a more serious accident in the future.

The purpose of this statement is to detail the organisation and arrangements in HYMS at both The University of Hull and The University of York campus sites for achieving the objectives defined in the health and safety policies of each.

Further details about the Universities' health and safety policies are available through search functions and at

<http://www2.hull.ac.uk/administration/pdf/safety-handbook.pdf>

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

The relevant parts of this statement will be brought to the attention of every employee and student at HYMS from within the staff handbook, from the HYMS website and from the VLE (Blackboard).

This policy relates to the HYMS buildings at the Universities of Hull and York. Separate health and safety policies may apply when staff and students are located in other buildings associated with HYMS and when performing teaching and research activities in the NHS trusts or other University departments. It is the responsibility of the individual to familiarise themselves with these policies.

#### 4.0 Responsibilities for safety

Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right safely and expeditiously, they must immediately tell the person responsible for safety in that particular area. They may also report the matter to a member of the HYMS Health and Safety committee.

##### 4.1) Dean of HYMS

The Dean of HYMS bears responsibility for health and safety at work in HYMS. The Dean is responsible for providing an organisation with clearly defined responsibilities which shall produce, implement and manage an effective and comprehensive health and safety policy.

In the absence of the Dean of HYMS, the Deputy Dean (Education) will assume responsibility and in the absence of the HYMS Deputy Dean (Education), the

Associate Deans for Research (Hull or York), will assume responsibility for health and safety.

The Dean is responsible for:

Setting a personal example at all times with respect to good health and safety practice;-

The health and safety of employees and of other persons who may be affected by HYMS' activities;-

The effective monitoring, review, development and continual improvement of health and safety performance;-

Ensuring that the health and safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required;-

Ensuring they consider and address any potential health and safety implications of all their decisions before they are taken;-

Ensuring that the health and safety policy and associated procedures are brought to the attention of all employees and others as appropriate;-

Keeping up to date with changes to health and safety legislation, standards and good practice relevant to their service area's activities;-

Ensuring risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to employees and others as appropriate. Ensuring an up to date risk assessment register is available;-

Ensuring that there are effective arrangements to receive, collate, and disseminate health and safety information;-

Ensuring that all accidents and incidents are reported, documented, appropriately investigated and preventative measures put in place to avoid reoccurrences;-

Keeping themselves informed of any significant health and safety failures and of the outcome of the investigation into their causes;-

Ensuring employees receive any health and safety training (including induction) required to carry out their work safely;-

Undertaking at least a yearly health and safety tour (or more frequently if necessary) or ensuring that one is undertaken;-

Ensuring that line managers have the appropriate level of competency in health and safety to enable them to effectively undertake their role;-

Ensuring that health and safety is appropriately considered at the planning and design stages of new projects;-

Arranging joint consultative procedures to discuss health and safety matters and any changes to working arrangements which may have an impact upon health and safety of employees and students;-

Ensuring that management meetings have health and safety on the agenda as a standard item;-

Ensuring suitable radiation protection supervisors are nominated to cover all areas;-

Ensuring that first aiders and first aid equipment are present in sufficient numbers within their areas of responsibility and their locations are known to all;-

Ensuring that suitable numbers of fire wardens are nominated within their area of control to affect a thorough sweep and search of the building in the event of fire alarm activation;-

Ensuring suitable systems are in place for the risk assessment and management of placements, off-site visits and fieldwork;-

Ensuring the wellbeing of staff by adopting the measures contained in the corporate stress risk assessment;-

Making suitable referrals to occupational health following workplace accidents or incidents. Providing suitable health surveillance for any staff member who may be exposed to substances or processes which have a known health effect associated with its use;-

#### 4.2) HYMS academic supervisors and line managers

Academic supervisors are proportionately responsible for:

Setting a personal example at all times with respect to good health and safety practice;-

The health and safety of employees and of other persons who may be affected by HYMS' activities, including undergraduate students and post graduate students;-

Ensuring familiarity with the health and safety policy and associated procedures and effectively implementing them, providing the necessary physical, financial and human resources required to do so and informing their line manager of any resource requirements;-

Not allowing work to commence or continue if it cannot be performed safely, until a safe method is identified and implemented;-

Ensuring that health and safety considerations are an integral part of their teaching and research delivery plans;-

Ensuring that they consider and address any potential health and safety implications of all their decisions before they are implemented;-

Keeping up to date with existing and revised health and safety legislation, standards and good practices relevant to their activities;-

Undertaking risk assessments of activities in HYMS and then identifying and implementing control measures and communicating the outcomes to employees and others as appropriate. Ensuring work does not take place without appropriate risk assessments in place;-

Ensuring that specific risk assessments are in place to comply with legal requirements imposed by specific regulations for work equipment, substance and chemical use, microbiological hazards, and radiation hazards;-

Keeping their line manager informed of all accidents and incidents that occur (ensuring that they are reported and documented), undertaking appropriate levels of investigation and implementing preventative measures to avoid a reoccurrence;-

Ensuring they inform their line manager of any significant health and safety failures, and of the outcome of the investigation into their causes;-

Providing adequate levels of supervision as identified for employees and students in accordance with risk assessment carried out;-

The provision of timely feedback to their line manager regarding any deficiencies in the working environment, health and safety policies, procedures, plans, systems etc;-

The identification and subsequent provision of employees' and students' health and safety training requirements;-

The identification and provision of employees' and students' personal protective equipment requirements, ensuring its correct use;-

Ensuring the identification, and testing of, all departmental equipment under their control in accordance with relevant statutory requirements and best practices and maintaining relevant records;-

Providing arrangements to ensure employees and others, for example visitors, members of the public, contractors, have safe access and exits at all times whilst on the premises considering any persons who may have additional requirements (for example wheel chair users, those who are visually impaired etc.) ;-

Undertaking appropriate health and safety inspections in conjunction with departmental safety staff;-

Implementing good laboratory practice within laboratory areas to include promoting good hygiene practices and not allowing eating or drinking within the laboratory;-

Ensuring that transferred and new employees are informed of the hazards and risk control measures involved with the activities within their control as part of robust health and safety induction procedures;-

Ensuring that visitors into HYMS are appropriately supervised, and if required are given formal visitors status including induction into the department;-

Ensuring the out of hours procedures relevant to each area of operation are adhered to by all staff and students under their control;-

Ensuring that all employees and students have the appropriate level of competency in health and safety to enable them to effectively undertake their role;-

Ensuring that appropriate arrangements for emergencies are incorporated into risk assessments;-

Ensuring that lab books are accurately maintained, by research staff and students;-

Taking appropriate steps are taken to establish exact quantities of stocks of substances are within their areas of control to allow accurate returns to be completed for drug precursor and chemical weapons returns;-

Ensuring items are entered into the university inventory in accordance with finance office requirements;-

Suitably risk assessing work with a view to any hazards arising from out of hours working, lone working and unattended equipment;-

Consulting with the HYMS Departmental Safety Officer before introducing any new hazards into the environment which present significant risk e.g. Gas bottles, new equipment;-

Ensuring that the use of flammable substances is conducted in a safe manner and that the room maximum limits are never exceeded;-

Ensuring that work with radiation, lasers or genetically modified biological agents does not start without prior approval from the university safety office;-

Making arrangements for off site visits, fieldwork and student placements in line with departmental policies;-

#### 4.3) Departmental Safety Officers

Departmental Safety Officers are responsible for:

Acting as a contact point for Health and Safety services and the Facilities Directorates in the Universities of Hull and York;-

Initiating health and safety inspections at least annually and carrying them out in conjunction with others;-

Monitoring compliance with risk assessment within their areas of operation and maintaining a central register of health and safety risk assessments;-

Monitoring induction arrangements within their areas of operation;-

Acting as a central point for accident reporting within their areas of operation, carrying out suitable investigation of minor incidents and reporting on more serious concerns for investigation by health and safety services;-

Acting as a contact point for facilities (or hospital estates) when contractors attend site;-

Co-coordinating returns of information on hazardous substance use within their areas;-

Co-coordinating the portable electrical inspection regime within their area of operation;-

Co-coordinating monthly inspections of circuit breakers within their areas of operation, as appropriate;-

Implementing a protocol for the safe use of compressed gases and liquid nitrogen within their areas of operation;-

Organising hazardous waste disposal arrangements within their areas to comply with university policies;-

Ensuring that departmental equipment is suitably inspected, maintained, and tested in accordance with legal requirements to include lifting equipment, pressure systems including dewars, safety cabinets, autoclaves, and any other departmental equipment in general use;-

Notifying the maintenance manager of any new equipment which requires statutory testing by the university insurer, i.e. Lifting equipment, pressure vessels, air monitors for low oxygen and carbon dioxide;-

Ensuring any departmental equipment which presents a legionella risk is suitably risk assessed and included in the legionella monitoring Programme;-

Canvassing others within their areas to carry out safety related duties e.g. Fire wardens, first aiders, VDU assessors;-

Implementing a mechanism for reporting and acting upon defects or causes of concern raised by staff or students within their areas of operation;-

Familiarising themselves with the asbestos management survey for the buildings within their area of operation;-

Acting as a source of help and advice on health and safety matters within their areas of operation;-

Publicising health and safety arrangements, including emergency arrangements within their areas of operation;-

Updating the safety office at the appropriate campus with any changes to the significant hazards register;-

Maintaining the health and safety notice boards and within their areas of operation.

#### 4.4) Chair of the Health and Safety committee

The Chair of the Health and Safety committee is responsible for

Developing, publishing and reviewing the HYMS Health and Safety Policy and emergency plans;-

Producing, with others when necessary, the HYMS annual report on safety performance for submission to the Universities Health and Safety Committees’;-

Incorporating the requirements of the Universities of Hull and York central policies into HYMS policy;-

Co-coordinating returns on corporate health and safety objectives and safety performance via the universities’ Health and Safety committees;-

Convening HYMS health and safety meetings, ensuring that all staff in the school are represented by a contact on the committee;-

Circulating the dates of each meeting to HYMS staff together with an invitation to raise anything they consider appropriate, publishing the notes and action plans following each meeting in an accessible place;-

Co-coordinating HYMS safety officers within various parts of the organisation, and clearly identifying the areas of operation;-

Co-coordinating HYMS Inspection programmes;-

Monitoring HYMS health and safety training compliance via the Health and Safety Committee that will contain reports from HYMS departmental safety officers;-

Ensuring that the Dean is kept informed of any serious matter raised at the health and safety meeting, and providing notes to the management team in a timely fashion;-

Representing HYMS on the University of Hull Health and Safety Committee;-

#### 4.5) All employees\*

\*the reference made to employees is a reference to all employed individuals and therefore includes, for example, Deans, Deputy Deans, Associate Deans, All Line Management, Employees, Fixed term workers, Trainees, Volunteers, Individuals on work placements and Casual Workers.

The Health and Safety at Work Act, The Management of Health and Safety at Work regulations and other associated legislation place duties upon all employees. Therefore in addition to the responsibilities specified in other university documents it is the responsibility of every employee to:

Set a personal example at all times with respect to good health and safety practice.

Fully familiarise themselves with the University and HYMS' health and safety policies and associated procedures, seeking clarification from line managers where necessary. Some employees may be line managed by employees of other departments, and in some cases other institutions. In these instances the arrangements of the employing organization will take precedence.

Take reasonable care for the health and safety of themselves and other persons (i.e. Members of the public, contractors, customers etc.) who may be affected by their acts or omissions at work.

Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

Report any defects in plant or equipment to their line management.

Notify a member of their line management (or if not available another appropriate person) of any work situation having the potential for serious and imminent danger to health and safety.

Notify their line manager of any matters/shortcomings relating to existing practices, procedures or protective measures which might give rise to risks to health and safety.

Report all accidents and incidents to their line manager as soon as possible, regardless of whether that accident or incident involved personal injury.

Wear protective clothing and safety equipment as required reporting any defect to their line manager.

Suggest possible amendments to existing practices or procedures which could improve health and safety.

Use machinery, equipment, substances, transport equipment or other means of safety device in conformity with relevant training / instruction.

Assist with/undertake risk assessments as directed.

Co-operate with HYMS line management and other appropriate persons to enable them to conform and comply with any health and safety duties or requirements imposed upon them.

Inform transferred and new employees of any hazards involved in the activities of the service.

#### 4.6) Health and Safety Services

The main functions of the Universities' Health and Safety Services are to undertake a central coordinating role in relation to general safety matters and to act as adviser to the institution about particular safety problems.

The Universities' Health and Safety Services are available to all HYMS staff for advice on any health and safety arrangements at both Hull and York

#### 4.7) Director of Facilities:

The Director of Facilities will take responsibility for:

On notification from the department, statutory inspection of fume cupboards, gas monitors, pressure systems, lifting equipment;-

Repair and maintenance of defects reported;-

Planned maintenance of fixed electrical and ventilation systems;-

Asbestos survey and management;-

Building maintenance and legionella control of fixed systems;-

Management of Contractors engaged through facilities;-

#### 4.8) Trades Unions' safety representatives

HYMS acknowledges that the recognised trade unions may appoint safety representatives and will give them every encouragement to develop and help promote the health and safety of HYMS.

Details of the appointed safety representatives can be found in the health and safety arrangements section under 'safety representatives'.

#### 4.9) Health and Safety Committee

The general requirements are as indicated in relevant section of both Universities' Health and Safety policies and codes of practice.

The HYMS' Health and Safety Committee consists of staff from all areas and appointed union representatives and is chaired by a member of HYMS staff appointed by the Dean of HYMS.

The Directors of Health and Safety Services or his /her representatives are ex-officio members.

When members work outside HYMS they also should follow the policy of these Departments.

#### 4.10) Academic Staff

Academics in charge of teaching and research groups are responsible for the appropriate training and safety of members of their classes or research group during these sessions (e.g. PBL, Clinical Skills, Teaching and Research).

Academic staff will ensure that within their areas of responsibility:

- a) Safe operating procedures are in place and that employees and students are trained to conduct themselves in a safe manner;
- b) They carry out regular safety inspections and take action to rectify unsafe conditions;
- c) The appropriate protective equipment is provided and is correctly used;
- d) Laboratories/workplaces are maintained in a safe condition;
- e) Prior to issuing any work instruction sufficient risk assessment is made and documented of the hazards involved to enable information on the precautions necessary to be issued;
- f) Investigate fully all accidents whether they involve injury or not and take action to prevent a recurrence;
- g) Ensure the correct reporting of all accidents and filing of necessary records;
- h) Liaise with employees' representatives on matters of concern, and carry out joint inspections with said representatives where necessary.

#### 4.11) Academic staff, technical staff, other employees and students

All employees and students will ensure that they:

- a) Use safe methods of work at all times;
- b) Only operate equipment/machinery in which they have been trained;
- c) Use the correct equipment and maintain it in good order;
- d) Report any defects in equipment and any unforeseen hazards;
- e) Make full use of appropriate protective clothing;
- f) Place no-one at unnecessary risk by their actions;
- g) Enter any accident on an accident report form;
- h) Co-operate with management to assist in the fulfilment of its health and safety responsibilities;
- i) When visiting or working in other laboratories or workplaces make themselves known to the person in charge (or his representative) and abide by the requirements for safety at that location.

#### 4.12) NHS staff holding honorary research titles

All NHS staff are subject to their trust policies in regard to health and safety. However, if such persons perform clinical research under the auspices of HYMS, rather than their trust, they must ensure that they have sought permission from the appropriate responsible person in the department they are attached to.

#### 5. Training and instruction

All students will receive sufficient training in matters of health and safety for them to be able to carry out their work safely.

##### Staff:

Induction of new HYMS staff in health and safety may be undertaken by the HYMS Departmental Safety Officers at either Hull or York depending on the HYMS staff member's main site of employment.

Training of staff in health and safety should be included in appraisal discussions and health and safety training and development requirements considered as part of this process.

Induction of students in health and safety is undertaken by clinical placement staff at the hospital that includes mandatory manual handling and fire safety. At the university sites, the students have a health and safety briefing undertaken by their PBL facilitators.

At the end of this document the CONTACTS section contains the current departmental safety contacts for HYMS

#### 6. Emergency procedures

HYMS Health and Safety DSO at Hull and York have been appointed to making arrangements to ensure procedures are in place to respond to emergencies. They will be responsible for arranging:

- a) The organisation for safe evacuation of the premises in liaison with the HYMS fire wardens and fire assembly marshal;

- b) The maintenance of obstacle free fire routes and the efficient operation of all self-closure.

## 7. Raising Concerns about Health and Safety issues

All members of HYMS are encouraged to play an active part in maintaining and improving safety in HYMS. Staff or student complaints about health safety and welfare at work should be pursued through the normal supervisory and management channels; see the HYMS code of practice on complaints

<http://www.hyms.ac.uk/about-us/management/regulations-and-codes-of-practice>

The HYMS Health and Safety committee will also provide a forum for discussion and resolution of safety matters.

## 8. HYMS Health and Safety Committee

The Dean of HYMS desires the maximum consultation on all matters of health, safety and welfare at work. The HYMS Health and Safety Committee meets every three months or more frequently if appropriate.

The function of the committee is to enable effective consultation on safety between all members of HYMS, and to ensure that the organisation and arrangements for safety in HYMS are suitable and sufficient. The HYMS health and safety committee welcome comments and suggestions on safety from all interested parties. All correspondence should be sent to the HYMS Departmental Safety Officer at Hull or York.

### HYMS Health and Safety committee composition

- Chair of HYMS Health and Safety committee
- Member - An academic member of staff
- HYMS Departmental Safety Officers (Hull and York)
  - York– a member of the York technical staff

- Hull– a member of the Hull technical staff
- A representative(s) of the admin/office staff
- Ad hoc members of staff nominated by the Dean
- Union representative(s)
- Representatives of the Universities' Health and Safety Directorates

#### Terms of reference of the committee

- a) To institute and manage the HYMS Health and Safety Policy and to ensure that the policy remains up to date;
- b) With authority delegated from HYMS management board to ensure HYMS complies with all statutory and local health and safety regulations;
- c) To ensure that health and safety inspections and assessments are undertaken as required meeting the requirements of 2 above;
- d) To ensure adequate health and safety records are kept and maintained;
- e) To monitor safety performance by consideration of accidents/incidents, inspection reports;
- f) To consider suggestions, comments and complaints from members of staff;
- g) To identify safety training needs;
- h) To consider and make recommendations regarding the effectiveness of safety systems in HYMS;
- i) To report to HYMS management board at three monthly intervals;

#### 9. Responsibilities for Health and Safety Inspections

- Chair of the HYMS Health and Safety committee
- HYMS Departmental Safety Officers (Hull & York sites)
- Facilities manager York University
- Hull health and safety advisor
- A member of the academic staff

#### 10. Responsibilities for accident/incident investigation.

The Chair of the HYMS Health and Safety Committee will be responsible for organising an accident/incident investigation.

The chair will establish an investigation team comprising of appropriate staff from HYMS and a representative of the relevant university health and safety department.

## 11. 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 (2<sup>nd</sup> 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 centre or line manager as appropriate; staff must still inform their respective security offices of their presence.

## 12. 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 HYMS code of practice on working alone.

<http://www.hyms.ac.uk/docs/default-source/codes-of-practice/hyms-lone-working-policy.pdf?sfvrsn=8>

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

Hull: <http://www2.Hull.ac.uk/administration/pdf/safety-safetysecurityoutsidehours.pdf>

York:

[http://www.york.ac.uk/admin/hsas/safetynet/Lone%20Working/Management%20%20Procedure%20-%20Lone%20Working%20\(VS1.6%20-%20Aug%2012\).pdf](http://www.york.ac.uk/admin/hsas/safetynet/Lone%20Working/Management%20%20Procedure%20-%20Lone%20Working%20(VS1.6%20-%20Aug%2012).pdf)

### Community visiting for research staff and students

Prior to a community visit, you should ensure that details of your car, all possible 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.

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 HYMS 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.

- I. If they are still interviewing, arrange for the researcher to telephone the office when they leave.
- II. If no answer, try other mobile phones and contact numbers.
- III. If contact has still not been made, phone the patient.
- IV. If the patient says that the researcher is there, ask to speak to her personally and check everything is well.
- V. 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.
- VI. 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.

### 13. 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 Departmental Safety Officer 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 Departmental Safety Officer 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.

### 14. Risk assessment

Under the management of Health and Safety at Work regulations, it is necessary to assess all risks from potential hazards (not just radioactive chemicals and substances covered by COSHH) to the health and safety of employees whilst at work, and to others who may be affected by that work, including students, visitors, cleaners and contractors. University policy affirms that these considerations extend to undergraduate practical work research projects and other teaching and learning activities.

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

- a) Assess the risk to health arising from the activities and what precautions are needed;
- b) Introduce appropriate measures to prevent or control the risk;

- c) Ensure that the control measures are used, that equipment is properly maintained, and correct procedures used;
- d) Where necessary, monitor the exposure of people at risk and carry out appropriate surveillance of their health;
- e) Inform and instruct people at risk on the risks and train them in the precautions to be taken;
- f) Ensure the appropriate risk assessment is carried out, recorded and filed.

Much of the work carried out in HYMS is of fairly low risk, repetitive in nature, with the risks virtually constant. For much work, it may therefore be sufficient for single general risk assessment to be undertaken and applied to subsequent activity. Even when a higher risk is involved, if an activity is part of a group of related activities, the group may be covered by a single assessment. Where risks involved are not covered by a general risk assessment, then a specific risk assessment must be undertaken.

Information about the preparation of risk assessments may be obtained from the HYMS Departmental Safety Officers. Individuals are encouraged to make detailed risk assessments, rather than adopt a simple tick-box approach. Risk assessments should contain information about hazards, risks, and the means to reduce risks. See Appendix I for links to the relevant university general risk assessment forms. Copies of completed risk assessment forms must be (a) retained by the assessor, (b) sent to the HYMS Departmental Safety Officer (c) filed and d) issued to all persons involved in the project or work practice. Where appropriate a copy should be displayed by pieces of equipment, machinery or in specialised facilities where access is restricted because of potential hazards.

The risk assessment form covers a range of hazards from substances with explosive or flammable properties, through extremes of pressure or temperature to slip/trip and noise hazard. The form indicates the need to complete a separate COSHH form for the use of chemicals and micro-organisms covered by the control of substances hazardous to health regulations (see below).

Normally the supervisor or immediate line manager (in receipt of the appropriate information) is responsible for (a) assessing the procedures described in the risk assessment form as to their suitability as "safe procedures", and will sign the form accordingly, and (b) ensuring that the user has received the appropriate training in the application of these safe procedures. The "assessor" is normally the member

of staff charged by the Dean or his deputy 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

#### 15. 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:

Hull: <http://www.hull.ac.uk>

HYMS uses Bio-Coshh procedural risk assessment.

Blank copies of HYMS Bio-Coshh procedural risk assessment forms are available from Dr Siân Leech 01482 466761 and are also available on shared networks. (K drive)

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

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 I 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. Useful material safety data can be obtained from the following <http://msds.chem.ox.ac.uk/> for further information on the various chemical hazard symbols please consult the following url: <http://www.hse.gov.uk/chip/phrases.htm>

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

- a) Assess the risk to health arising from the activity and what precautions are needed;
- b) Introduce appropriate measures to prevent or control the risk;
- c) Ensure that the control measures are used and that equipment is properly maintained and correct procedures used;
- d) Where necessary, monitor the exposure of people at risk and carry out appropriate surveillance of their health;
- e) 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 DSO 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.

## 16. 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: <http://www2.hull.ac.uk/administration/healthsafety/services/safety-information/documents.aspx>

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 (e.g. 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.

## 17. 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>

## 18. 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.

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>

### 19. Accidents

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 his 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.

### 20. 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

## 21. 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/safetynet/accidents/incident\\_reporting.htm](http://www.york.ac.uk/admin/hsas/safetynet/accidents/incident_reporting.htm)

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 DSO. 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.

## 22. 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:

<Http://89.234.2.27/cwyorkuni/>

and complete the on-line self-assessment of manual at:

<Http://89.234.2.27/cwyorkuni/manualtraining/main.asp> the results of this assessment will be recorded by York university health and safety and training.

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

<http://www2.Hull.ac.uk/administration/pdf/safety-handbook.pdf>

Please report any manual handling issues to a HYMS Departmental Safety Officer.

## 23. 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 DSO

If this form highlights a deficiency, please contact a HYMS Departmental Safety Officer, 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.

York based staff can visit the York university online computer safety awareness training package (risk assessment for DSE users) at: <http://89.234.2.27/cwyorkuni/> in addition, a new on-line self-assessment is also available at: <http://89.234.2.27/cwyorkuni/> the results of this assessment will be recorded by York university health, safety and training.

### Eyesight testing

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

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

[Http://www.york.ac.uk/admin/hsas/publications/management\\_procs/dse%20voucher%20application.pdf](Http://www.york.ac.uk/admin/hsas/publications/management_procs/dse%20voucher%20application.pdf)

Forms will need to signed-off by HYMS DSO 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/>

Hull: for Hull based staff, a vision test can be undertaken 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: <http://www.Hull.ac.uk/safety/downloads/dsehealthandsafety.pdf>

## 24. Smoking

Smoking is not permitted in any of 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: <http://www.Hull.ac.uk/safety/downloads/smoking.pdf>

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

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

## 25. Fires

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. 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
- f) If possible inform the reporting centre: Hull: ext. 5555 and York: emergency number ext. 3333 and supply the relevant information;
- g) 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.
- h) 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 <http://www2.hull.ac.uk/administration/healthsafety/services/safety-information/fire-safety.aspx>

York [http://www.york.ac.uk/admin/hsas/safetynet/Fire/fire\\_safety.htm](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	Throughout buildings

		York: Thursday 8:30am	
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## 26. Human Tissues-Guidelines for the handling of human body fluids and tissues from apparently healthy subjects

Body fluids, even from apparently healthy individuals, can be contaminated with infectious agents, such as Hepatitis B or the Human Immunodeficiency Virus (HIV). People regularly involved with the handling of human material should seek a Hepatitis B vaccination (via occupational health at the relevant site) and maintain a sufficient antibody titre (via booster doses).

The following good laboratory practice and procedures should be observed and be sufficient to avoid infection:

- a) Saliva, blood (and serum/plasma) and tissue should be handled within a clean, designated area;
- b) The storage of experimental and biological material must always be segregated from any food or drink for human consumption;
- c) Impermeable gloves must be worn when handling human material (\*wherever possible we use nitrile gloves to minimise the risk of latex allergy. There are some circumstances where latex is used if nitrile gloves are not suitable/do not provide protection from certain chemicals\*) and any open cuts or lesions present on the operator must be covered with a waterproof dressing. Once used, gloves should be disposed of into an incineration bag. (see point d);
- d) Use only disposable plastic syringes, pipette tips and tubes and dispose of immediately after use into a plastic bag (yellow) marked 'for incineration'; All sharps\* must be placed into a 'sharps bin' and disposed of by incineration when 2/3 full. Needles can be removed from syringes using the notch on the sharps box, or by using forceps. Needle and syringe can be disposed of intact into the box.

\* sharps include needles, cannula, giving sets, scalpels, razor blades, stitch cutters, broken ampoules and glass; In line with the university policy, all sharps used should be safety sharps – users should be aware of the correct way to use these sharps as there are different mechanisms depending on manufacturer/type of sharps used. If used incorrectly they can increase the risk of an accident

- e) Do not re-sheath needle and follow safe sharps procedure
- f) Clean any saliva, blood (and serum/plasma) or tissue spillages immediately with an approved disinfectant (e.g. 1% sodium hypochlorite solution) and dispose of wipes into incineration bag;
- g) Non-disposable equipment (e.g. glassware/powdering implements) must be completely immersed in an approved solution;
- h) Any injury involving a potentially contaminated sharp must be washed immediately, encouraged to bleed (do not suck) and reported both to the experimental supervisor and health centre if at York University as soon as possible. An accident form must be completed;
- i) If a subject oozes blood following a finger prick or venepuncture, apply a waterproof dressing and have the subject exert digit pressure through it on the site;
- j) Ensure all samples are correctly labelled and stored at the appropriate temperature;
- k) Contamination of the eyes or mouth should be treated by immediate irrigation with copious amounts of water and saline. Disposable face masks should be worn when powdering muscle samples;
- l) Wash hands after any procedure involving human samples, and immediately if the skin becomes contaminated with splashes of fluid;

## Practical work with human subjects

Understanding of medicine and science either by teaching or research requires human experimentation and examination. By studying the normal subject can we appreciate the co-ordination of the different functions that characterise the health of an individual?

Many of the undergraduate classes depend on some students volunteering to be subjects for the measurements. There is no obligation to be a subject, it is a free choice made after learning what is involved in the procedure. If a student agrees to be a subject they sign a consent form. The sessions are risk assessed to conform to health and safety regulations.

## 27. Anatomy Facilities - Health and Safety

Individuals using the anatomy facilities must also be responsible for observing health and safety regulations and governing legislation, specifically the Human Tissue Act (2004). The human tissue act code of practice on anatomical examination has been incorporated into the HYMS anatomy facilities standard operating procedures and policies handbook (SOPS). An abridged version of the rules and regulations for safe working in the anatomy facilities is detailed on pages 4-6 of the resource guides, as well as displayed at the entrances to the anatomy facilities. Separate arrangements apply in Wolfson.

## 28. Equipment - General

All equipment/machinery will be inspected by a competent person prior to being taken into service and will thereafter be inspected at a frequency relative to the risks involved. Each appliance will have a date label affixed to it indicating when it is due for its next inspection/test. Appliances with an out-of-date stamp should not be used. On the report of any equipment/machinery being suspected as faulty or hazardous, the equipment/machinery will be taken out of service until its safety has been assured. If you notice any faulty or broken equipment, please do not use the equipment and inform a HYMS Departmental Safety Officer or the school office.

## 29. Electrical equipment and machinery

Electricity can kill. Each year about 1000 accidents at work involving electric shock or burns are reported to the Health and Safety Executive (HSE). Around 30 of these are fatal. Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be the only ones at risk: poor electrical installations and faulty electrical appliances can lead to fires which may also cause death or injury to others. Most of these accidents can be avoided by careful planning and straightforward precautions.

The main hazards are:

- Contact with live parts causing shock and burns (normal mains voltage, 230 volts ac, can kill);
- Faults which could cause fires;

- Fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere, e.g. in a spray paint booth.

### Risk assessment

To reduce risk you should carry out a risk assessment in order to identify what needs to be done. (This is a legal requirement for all risks at work.)

When carrying out a risk assessment:

- Identify the hazards;
- Decide who might be harmed, and how;
- Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be taken;
- Review your assessment from time to time and revise it if necessary;
- The risk of injury from electricity is strongly linked to where and how it is used;
- The risks are greatest in harsh conditions, for example;
- In wet surroundings - unsuitable equipment can easily become live and can make its surroundings live;
- Out of doors - equipment may not only become wet but may be at greater risk of damage;
- In cramped spaces with a lot of earthed metalwork, such as inside a tank or bin - if an electrical fault developed it could be very difficult to avoid a shock;
- Some items of equipment can also involve greater risk than others. Extension leads are particularly liable to damage - to their plugs and sockets, to their electrical connections, and to the cable itself. Other flexible leads, particularly those connected to equipment which is moved a great deal, can suffer from similar problems;
- More information on carrying out risk assessments is available in other HSE publications available at the following url: <http://www.hse.gov.uk/>

### Reducing the risk

Once you have completed the risk assessment, you can use your findings to reduce unacceptable risks from the electrical equipment in your place of work.

For further information on electrical safety go to the health and safety executive website: <http://www.hse.gov.uk/pubns/indg231.pdf>

The requirements of the electricity at work regulations 1989 necessitate administrative procedures for dealing with the safe use of electrical equipment. Only those persons designated by both universities as "competent persons" are allowed to carry out any electrical repair or maintenance work in HYMS. This includes tasks such as wiring plugs and replacing fuses.

Each appliance will have a date stamp when it is due for its next inspection/test. Electrical equipment which does not have a valid inspection label (or none at all) should not be used; please report any deficiency to the HYMS safety officer. All electrical equipment is inspected visually and tested for electrical integrity at suitable intervals. This testing is undertaken at both universities by the estates departments.

### 30. Exposure to health hazards during pregnancy

There are potential health hazards when pregnant females are exposed to substances which have teratogenic or carcinogenic properties. To avoid such hazards staff and students whose work involves contact with chemicals are required to inform HYMS DSO or the university health service as soon as they know they are pregnant so that steps can be taken to remove them from risk during the period of pregnancy. It is essential that there is no delay as the risks are greater during the early months of pregnancy. All information will be treated as confidential and for more detailed medical advice you are encouraged to contact the relevant occupational health service at Hull or York.

The contact information is as follows:

Occupational health service (York), telephone: 01904 434608 or ext. 2020/2026  
Occupational health unit (Hull) 01482 466010/466011

### 31 Some important safety advice

Accident and incident reports	All accidents must be reported to the accident/incident reporting person (even if causing no injury)
Fire extinguishers	The use of any fire extinguishers - even if the extinguisher is not emptied -

	must be reported immediately to HYMS safety officer
Food and drink	Eating and drinking in all laboratories, the anatomy labs and multifunctional labs is prohibited.
Smoking	Smoking is not permitted anywhere in the medical school buildings

### 32 Waste disposal policy

A variety of waste streams exist within both universities. All waste should be disposed of in a safe and environmentally friendly manner and be in accord with the relevant university policies applicable at the site you are working.

#### Non-hazardous waste

This waste includes such things as paper, cardboard and plastic.

#### Hazardous waste

This includes chemicals such as acids and alkaline solutions, solvents and paints, pesticides, fluorescent tubes, televisions and computer equipment, waste oils and fuels. Other hazardous wastes such as radioactive substances and asbestos are subject to their own specific legislation. Additional hazardous waste includes clinical waste and incorporates such things as human and animal tissues, blood or other bodily fluids, drugs or other pharmaceutical products, clinical swabs or dressings and syringes, needles or other sharp instruments.

The following sets out the contacts for the responsible for the safe disposal of waste at both Hull and York universities. For further details applicable to each site see the relevant urls:

Hull: <http://www.Hull.ac.uk/safety/downloads/hazardouswaste.pdf>

#### Electrical equipment

Regulations put responsibilities on the producers of such equipment to set up or be part of a 'producer collection scheme' for its collection, treatment, recycling and environmentally sound disposal after use. As a consumer of electrical and electronic equipment, the university has a duty, under the waste electrical and electronic equipment regulations (WEEE) regulations to arrange for the proper

disposal of waste electrical equipment through a ‘producer collection scheme’ or by its own appropriate arrangements.

Disposal is controlled by WEEE and includes items such as fridges, ovens, incubators, televisions, computer parts and smaller items such as fax machines and telephones.

To dispose of electrical goods, contact Phil white ([p.m.white@Hull.ac.uk](mailto:p.m.white@Hull.ac.uk)).  
Tel: 465180.

#### Batteries

Contact Phil white ([p.m.white@Hull.ac.uk](mailto:p.m.white@Hull.ac.uk)).

Fluorescent and mercury vapour lamps

Contact the electrical supervisor on ext. 5091 for disposal.

#### Toner cartridges

For the disposal of toner cartridges contact central office supplies on ext. 5874

There are a number of recycling points around the Hull campus for the recycling of paper, glass and plastics. In the HYMS office at Hull, there is a limited facility for the recycling of paper. For confidential waste, the usual policy is to shred the paper before disposal. For special waste, such as examination papers, confidential disposal sacks are available - please contact the school general office if you require this service.

York: [Http://www.york.ac.uk/campuservices/cleaning/](http://www.york.ac.uk/campuservices/cleaning/)

#### Disposal of electrical and electronic waste

Please contact either Jill on ext. 2089/[jht500@york.ac.uk](mailto:jht500@york.ac.uk); or Suzanne Deighton on ext. 3204/[spd5@york.ac.uk](mailto:spd5@york.ac.uk) or HYMS building manager; Mary Mckechnie on ext. 4192/ [mm518@york.ac.uk](mailto:mm518@york.ac.uk) will make arrangements for disposal.

#### Disposal of paper waste

For the disposal of paper, plastic packaging and cardboard please ring recycling on 07876 476673. Paper recycling bin can be found in HYMS general office and copy room. Plastic and glass recycling bins can be found in the staff common room. For confidential waste, a separate waste bin can be found in the copy room. For further details of the York disposal system, see the following URL:

[Http://www.york.ac.uk/campusservices/cleaning/](http://www.york.ac.uk/campusservices/cleaning/)

### Clinical waste

All swabs, dressings or wipes should be disposed of in the yellow clinical waste bags made available in the HYMS anatomy facilities and MFL.

All syringes, needles or other sharp instruments should be disposed of in the sharps bins provided in the anatomy facilities, MFL and clinical skills rooms. The safe disposal of clinical waste at both sites is managed by the HYMS technical staff, prior to its disposal by the clinical waste disposal company.

### 33. Risk assessment

The control of risks is necessary to secure compliance with the requirements of the Health and Safety at Work Act and other relevant health and safety legislation (for example the Management of Health and Safety at Work regulations).

The three basic stages in establishing risk controls are:

- Hazard identification  
(Identifying hazards which could cause harm)
- Risk assessment  
(Assessing the risk which may arise from hazards)
- Risk control  
(Deciding on suitable measures to eliminate or control risk)

This approach applies both to the control of safety risks and health risks and all final decisions regarding risk control methods must take into account the relevant legal requirements that establish minimum levels of risk prevention or control. To assist in ensuring that HYMS can achieve the adequate control of risks risk assessments are to be undertaken for HYMS' activities. These assessments and the associated control measures are to be available to all employees of HYMS. See risk assessment register at K:\Deans group\Health and Safety\Risk assessments register on the K drive for further details.

Adequate control of risks can only be achieved through coordinated action by everyone in HYMS.

HYMS Health and Safety maintains a set of documents that expands and details the minimum standards, code of practices, relevant health and safety notes, risk assessment and any other details appropriate to the maintenance of health and safety at HYMS.

A set of documents will also be developed so that it is available through the HYMS computer network.

The contents list of the documents will be regularly updated.

To obtain further advice about risk assessments and the appropriate forms to be completed contact the appropriate HYMS Departmental Safety Officers. Contact details are available at the end of this document

Further details about the Universities' Health and Safety Risk Assessment policies etc. are available at

<http://www2.hull.ac.uk/administration/pdf/safety-handbook.pdf>

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

#### 34. Monitoring arrangements

Day-to-day monitoring of the policy is the responsibility of supervisors and managers. Supervisors and managers should also use reports of accidents, near misses and sickness linked to work to determine whether existing departmental arrangements require modification in order to prevent a recurrence. Reports of accidents and near misses made by supervisors and managers should be sent to the Dean via the Chair of the HYMS health and Safety Committee

Monitoring the effectiveness of the policy will also be carried out by way of planned departmental inspections. These will be undertaken at least every 12 months. The membership of the inspection team will be decided by the Health and Safety Committee and appropriate training will be given if necessary. The university safety office will be asked to send a representative to all meetings and inspections.

The person responsible for arranging each inspection occurs is the Dean who delegates this responsibility to the HYMS Health and Safety committee.

A formal report of each inspection will be made by the inspection team and will be written in a way that identifies remedial actions to be taken by named individuals. The report will be agreed by all members of the inspection team and sent to the Dean and to all supervisors and managers whose areas were included in the inspection.

A formal follow-up of each inspection will be undertaken by one member of the inspection team one month after the inspection to identify progress in relation to remedial actions. The member of the team delegated this duty will be named in the original inspection report.

A follow-up report of progress will be sent to the Dean.  
Copies of all minutes and reports will be sent to the Dean and the university safety office.

35. University Safety Policies, Procedures, Codes of Practice, Guidelines and Information (e.g. travel policies, placements and fieldwork)

**Hull:** <http://www2.hull.ac.uk/administration/healthsafety/services/safety-information/documents.aspx>

- Genetic Modification

<http://www2.hull.ac.uk/administration/pdf/Safety-Geneticmodrules.pdf>

- Radio Isotopes

<http://www2.hull.ac.uk/administration/pdf/Ionising%20Radiation%20Policy%20.pdf>

- Cryogenics – liquid Nitrogen

<http://www2.hull.ac.uk/administration/pdf/HSafety-FANitrogen.pdf>

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

36. Health and Safety Contacts (DSOs, First Aiders, Fire Wardens and Evacuation Chair Personnel)

	<b>Location</b>	<b>Person</b>	<b>Contact details</b>
<b>Departmental Safety Officers</b>	Hertford	Simon Witty	01482 463756
	York	Louise Ablett	01904 321769
	Allum and Wolfson, and Hardy	Dr Siân Leech	01482 466761
<b>Hull first aiders</b>	Loxley	Simon Witty	01482 463756
		Martin Walters	01482 464153
		Rachel Cunningham	01482 464144
	Hertford	Gwen Irving	01482 464025
		Cheryl Wilson	01482 464416
	Allum	Roger Sturmey	01482 466422
	Wolfson	Laura Sadofsky	01482 465008 /466682 (lab)
	Daisy	Chris Crow	01482 461867
<b>York first aiders</b>	Ground floor MFL	Louise Ablett	01904 321769
	2 <sup>nd</sup> floor	Jeffrey Barber	01904 321747
		Colin Noble	07787 702944
	1 <sup>st</sup> floor	Jay Exley	01904 321766
		Andy Kardasz	01904 321745

<b>Defibrillator trained - Hull</b>	Loxley:	Martin Walters	01482 464153
		Simon Witty	01482 463756
		Andy Kardasz	01482 464183
<b>Defibrillator trained - York</b>	First floor	Andy Kardasz	01904 321745
<b>Fire wardens – Hull - Loxley</b>	Loxley	Simon Witty Loxley	01482 464153
		Rachel Cunningham* Loxley	01482 464144
		Andy Kardasz Loxley	01482 464183
		Martin Walters* Loxley	01482 464153
<b>Fire wardens – Hull – Hertford</b>  <b>*Evacuation chair training</b>	Hertford	Martin Stocks* Hertford 2 <sup>nd</sup> floor	01482 463122
		David Carrick Hertford 3 <sup>rd</sup> floor	01482 463737
		Janet Tasker Hertford ground floor	01482 463074
<b>Fire wardens - York</b>	1 <sup>st</sup> floor	Ann Holiday	01904 321750
	2 <sup>nd</sup> floor	Val Parker	01904 321768
	2 <sup>nd</sup> floor	Fire Assembly Point Marshal: Jeffrey Barber	01904 321750

Location	Name	Telephone	Email
<b>Fire wardens</b> - The Wolfson Building - Hull	Matthew Sanderson (2 <sup>nd</sup> & 3 <sup>rd</sup> Floors)	01482 462089	<a href="mailto:mathew.sanderson@HYMS.ac.uk">mathew.sanderson@HYMS.ac.uk</a>
	Laura Sadofsky (5 <sup>th</sup> Floor)	01482 465008 (office) /466682 (lab)	<a href="mailto:laura.sadofsky@hyms.ac.uk">laura.sadofsky@hyms.ac.uk</a>
	Laura Goodlass (2nd & 3rd Floors)	01482 462089	<a href="mailto:laura.goodlass@hyms.ac.uk">laura.goodlass@hyms.ac.uk</a>
	Simon Calaminus (5 <sup>th</sup> floor)	01482 466798	<a href="mailto:simon.calaminus@hyms.ac.uk">simon.calaminus@hyms.ac.uk</a>
	Francisco Rivero (1 <sup>st</sup> floor)	01482 466433 (office)/ 465210 (lab)	<a href="mailto:francisco.rivero@hyms.ac.uk">francisco.rivero@hyms.ac.uk</a>
<b>Fire wardens</b> - HYMS Hardy Ground	Dr Siân Leech	01482 466761	<a href="mailto:s.leech@Hull.ac.uk">s.leech@Hull.ac.uk</a> ; <a href="mailto:sian.leech@hyms.ac.uk">sian.leech@hyms.ac.uk</a>
<b>Fire wardens</b> – Allum	Roger Sturmeay	01482 466422	<a href="mailto:roger.sturmeay@hyms.ac.uk">roger.sturmeay@hyms.ac.uk</a>