Office areas - Health & Safety Code of Practice

***Contents***

[1. Introduction 2](#_Toc48052740)

[2. Health and Safety Responsibilities 2](#_Toc48052741)

[3. Risk assessments 3](#_Toc48052742)

[4. Information, instruction, training and supervision 3](#_Toc48052743)

[5. Monitoring health and safety 4](#_Toc48052744)

[6. Safety signs and notices 4](#_Toc48052745)

[7. Fire Drills 4](#_Toc48052746)

[8. Personal Emergency Egress PLANS (PEEPS) 5](#_Toc48052747)

[9. Procedure in the event of a fire or other emergency 5](#_Toc48052748)

[10. First aid 6](#_Toc48052749)

[11. Reporting Incidents 6](#_Toc48052750)

[12. Guidance on office health and safety 7](#_Toc48052751)

[13. reporting building faults 7](#_Toc48052752)

[14. Work Outside Normal Hours 7](#_Toc48052753)

[15. Electrical equipment 8](#_Toc48052754)

[16. computer equipment (Display Screen Equipment or DSE) 8](#_Toc48052755)

[17. Manual handling 8](#_Toc48052756)

[18. Personal Protective Equipment (PPE) 9](#_Toc48052757)

[19. Peripatetic Work 9](#_Toc48052758)

[20. Vehicle Use & Driver Safety 9](#_Toc48052759)

[21. Recycling and waste collection 10](#_Toc48052760)

[22. Protection of New or Expectant Mothers 10](#_Toc48052761)

[23. Stress and counselling 10](#_Toc48052762)

[24. Consultation with employees 10](#_Toc48052763)

[25. Further Information & advice 11](#_Toc48052764)

Appendix 1: Types of fire extinguishers & their safe use

Appendix 2: Guidance on office health and safety

Appendix 3: Induction Checklist

**Reviewed: August 2020**

1. Introduction

This Health & Safety Code of Practice, which is reviewed at least annually, is written for the use of the administrative staff and workers within ……………………….. Department, .................Building on ….. Campus in order to comply with the [College’s Health and Safety Policy](https://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/)

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

1. Health and Safety Responsibilities

**i) Management**

The Building Manager has overall responsibility for the safe and effective running of the building, and as such, is a member of the **Building User Group** (BUG). Building Managers usually have obtained the NEBOSH Certificate in Occupational Health and Safety, and have other related training and experience and so are competent for this role.

Heads of Departments are expected to lead by example, advocate for and set the safety standards by being visible and paying attention to safety, participating in inspections, participating in departmental health and safety committees and advocating for safety during other relevant meetings.

Heads of Departments, Section Heads and line managers, are responsible for health and safety of their own and other College employees, visitors, and anyone else who may be affected by the activities in their section. They may delegate certain safety-related tasks - *but not the responsibility* - to Section Safety Co-ordinators.

Section Heads should select an appropriate, willing and competent, Section Safety Co-ordinator, who may in turn wish to delegate these tasks to other competent persons where appropriate.

Safety Co-ordinators should obtain basic training ([see Safety Training website](https://www.imperial.ac.uk/staff-development/safety-training/)), to enable them to understand how to carry out the following tasks. Their role is essentially one of co-ordinating safety documentation and communication, and may include ensuring that staff attend safety training (Induction, Computer Safety, Fire Safety)

1. To identify health and safety hazards, assess risks and devise appropriate control measures to protect staff and others (see section 3);
2. To maintain appropriate records relating to health and safety management (i.e. risk assessments, maintenance registers, accident books, workplace inspections, training etc.);
3. To ensure staff are provided with adequate information, instruction and training on risks to their health and safety and safe working procedures they must follow(see Section 4);
4. To follow the accident and incident reporting procedure, including formal reporting to the College Safety Department, and to investigate all accidents and incidents to identify appropriate preventive measures;
5. To regularly monitor and review risk assessments and health and safety procedures and performance (see Section 5);
6. To consult with employees on matters affecting their health and safety.
7. Attend the Building User Group meetings to raise or participate in any health and safety-related issues.
8. Receive and distribute minutes from the Building User Group if content is appropriate to the Section.
9. Receive and distribute safety-related emails to other section members and/or Building User Group members as appropriate.
10. Carry out a 6-monthly inspection of the Section, recording any adverse findings, and forwarding them to the Head of Section and the Building Manager for discussion at the Building User Group if appropriate.
11. To assist and /or consult with other College Health and Safety representatives where appropriate.
12. **To develop a positive health and safety culture within their team and lead by example.**

**ii) Employees**

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

1. To understand and comply with the organisation’s health and safety policies and procedures and those specific to their team.
2. To always act in a manner so as to ensure their own health and safety at work and that of others who may be affected by their work activities.
3. To report accidents, symptoms of work-related ill health, damage to the building or equipment, near misses (that might have resulted in injury or damage), and other health and safety hazards, promptly to the Section Head or their delegate (usually the Section Safety Co-ordinator), as outlined in Section 10 of this Policy.
4. To undertake relevant training
5. Risk assessments

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

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

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

A generic risk assessment covering the entire department (for a particular building), for low risk activities such late, lone working carrying out office work, should be conducted.

1. Information, instruction, training and supervision

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

* **Day One Training** - click this link for more information on [induction training](https://www.imperial.ac.uk/staff/new-staff/guidance-for-managers/safety/). This must occur on the first day of starting work, and is a familiarisation session, using a checklist. Anyone who is familiar with the department can carry out induction. It doesn’t matter who it is! The Safety Training webpage contains guidance and the latest checklist (needed to obtain a swipecard).
* For all new staff, enrolment will occur automatically – they will receive an email with a web link to “My Training” in the first 3 days. They have a month to complete the course and the associated test. They have two attempts – if they fail these, they must go to their line manager or safety coordinator for assistance. **Month One Safety Training** (MOST) contains much more detailed information on the College’s hazards and the systems for controlling them.
* **Month One Safety Training** (MOST) – click this link for more information on [MOST](https://www.imperial.ac.uk/safety/most/).
* **Risk Assessment Foundation Training** [RAFT](https://www.imperial.ac.uk/staff-development/safety-training/safety-courses-/risk-assessment-foundation-training-raft/) is a requirement for any staff or students undertaking risk assessments or who are delegated with the responsibility.
* **Fire Safety training** - All staff and postgraduate students in the College should complete [e-learning Fire Safety Awareness Training](https://www.imperial.ac.uk/staff-development/safety-training/safety-courses-/fire-safety-and-awareness-training-e-learning-course/) after local induction.
Refresher training should be undertaken every 2 years and delegates will need to access the e-learning course and complete further test.
* **Training needs analysis** – staff may require additional training depending on their current experience and new role. Some training is mandatory. The [training needs analysis](https://www.imperial.ac.uk/staff-development/safety-training/training-needs-analysis/) process (including a form) should assist with the formal process for assessing safety training needs.

**Health and Safety Information**

A Health & Safety Notice board is provided in the ………………………. It is maintained by the Building User Group and displays as a minimum:

1. College Statement of Health & Safety Policy and Area H&S Policy
2. Fire advice/evacuation notice;
3. List of area First-Aiders and Life Savers and
4. Health and Safety Law poster;
5. Monitoring health and safety

Health and safety performance will be monitored on an ongoing basis and reviewed at least annually, through the review of risk assessments, accident, ill health and incident records, and the results of workplace and equipment inspections. Any necessary action will then be taken so as to improve our overall health and safety performance, i.e. health and safety reviews will be used to identify priorities and set objectives. Workplace inspections will be undertaken and recorded every 6 months by a nominated member of the Building User Group (usually the Building Manager), accompanied by the Section Safety Co-ordinator, Section Head of the relevant area and any Safety representatives of Trade Unions recognised by the College.

1. Safety signs and notices

Information on safety signs is available on the [Safety signs](https://www.imperial.ac.uk/safety/safety-by-topic/safety-signs/) page on the Imperial College Safety website. Suitable signs are displayed around the premises:

* To indicate the location of First Aid boxes
* To indicate type and location of fire extinguishers
* To indicate fire escape route and fire exits
* Where Personal Protective Equipment should be worn.
* Wherever Smoking is not allowed.
* Where access is restricted to authorised persons only
* To denote the presence of specific hazards.
1. Fire Drills

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

Fire alarm testing (denoted by short bursts of the alarm) occurs on ….…day, each week, between ……hours and ……hours.

1. Personal Emergency Egress PLANS (PEEPS)

The College has a legal responsibility to put measures in place for the safe evacuation of persons from its buildings, regardless of their usage. All College buildings are therefore equipped with the means to detect fire/smoke, for an alarm to be raised, and for the occupants to reach a place of final safety.

**What is a PEEP?**

* A PEEP is a Personal Emergency Egress Plan developed jointly between yourself and your supervisor or line manager which will enable you to safely exit the building during an emergency. Development of the plan may also require advice from the Fire Safety Office, [Occupational Health](http://www3.imperial.ac.uk/portal/page/portallive/OCCHEALTH) and/or the [Disability Advisor](https://www.imperial.ac.uk/admin-services/disability-advisory-service/).
* For further guidance or advice, please speak to your supervisor or line manager in the first instance, they will seek additional guidance from other specialists if required.

**Who requires a PEEP?**

* In the most cases it will be possible for building occupants to be aware of an alarm and make their way unaided to a place of final safety, for some however it may not be that straight forward, and some form of additional assistance may be required.
* This may be the case where access is via a lift – either to basement or upper floors. In the event of a fire alarm, most lifts will automatically go to the ground level and therefore be unavailable for use. This may have a direct impact if one is mobility-impaired.
* If you think you may have any difficulties in hearing the alarm or evacuating a building unaided in the event of an emergency due to a mobility or sensory impairment, a temporary injury (e.g. you may be on crutches) or have difficulty coping in crowds, you will require a PEEP.

**Tailored to your needs**

* The College has access to a range of specialist equipment and services which can be tailored to an individual’s specific needs and therefore enable them to safely remove themselves from a building. In some instances the assistance of others may be necessary and this will be built in to the PEEP.
* The College has developed four pro-forma PEEPs for residential, staff/postdoc, student and visitor use available [www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/peeps/](http://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/peeps/)
1. Procedure in the event of a fire or other emergency

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

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

1. **dialling 4444 or 3333** [check for your campus] or **0207 589 1000** to contact Security (manned for 24 hours a day throughout the year);
2. **Please do not dial 999** to contact the emergency services directly; this is because Security can direct them far more effectively through our complex campuses, and they have a direct line to them – and because they can attend immediately.

**Emergency Evacuation Procedure:**

## Switch off machinery if practicable, but don’t waste time shutting down your computer etc.

## Leave the building by the nearest fire escape route in a calm manner, closing doors and windows behind you. DO NOT use the lift. Follow the green Fire Exit/running man signs. DO NOT RUN.

## Do not delay by collecting your possessions.

## Follow the instructions of your Fire Evacuation Officer/ Fire Warden if you are unsure of what to do.

## Proceed to the fire assembly point located ……………………………. and report to your nominated person and await further instructions.

## If you have to go through a smoke filled room, keep low to avoid inhaling smoke (smoke inhalation is the main cause of death during a fire).

## If you suspect there is a fire the other side of a door (i.e. if it is warm to touch), do not open it unless you have to.

## If someone’s clothes are on fire, wrap them in the blanket (or anything else you can find that is similar) and get them to drop to the ground and roll to extinguish the fire and prevent flames reaching their head.

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

Do not:

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

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

If you discover a fire, always raise the alarm first. Then, if the fire is small (ie one fire extinguisher will put it out) and you have been trained in the use of extinguishers, you may wish to try to put it out yourself. Never do this if you are putting yourself at risk. Remember only tackle a fire if your escape route is clear!

See **Appendix 1** for further guidance on using fire extinguishers and the [College fire website](https://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/).

Any discharged fire extinguishers must be reported to [Estates Helpdesk](https://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/) for refilling.

If you have to use an extinguisher

**Check there are no live electrics - switch off power first**

**Do not use a fire extinguisher to put out a fire involving burning gas, turn off the gas if it is safe to do so or leave the fire for the Fire Brigade**

**Never play or tamper with fire extinguishers.  If one is used or damaged, report it so that it can be checked or recharged.**

1. First aid

A first aid kit is kept in Room ………………………. Any usage must be reported to the First Aider so that the kit can be re-stocked if necessary. …………………. is the nearest First Aider, others in the building are listed on the Health & Safety Notice board. More serious injuries should be dealt with by:

1. informing Security by calling 4444 (3333 on most medical campuses) or 0207 589 1000 of the nature of the problem and asking them to summon an ambulance
2. sending another member of staff to obtain the help of one of the Certificated First Aiders listed on the Health & Safety Notice board.
3. Reporting Incidents

Anyone can and should report work-related injuries, ill health, near miss incidents and fires - no matter how minor or apparently trivial, via the College’s on-line incident reporting system [SALUS](https://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/) - if significant it must also bought to the immediate attention of the Head of Section. Details of all injuries and work-related ill health that leads to time off work or requires more than local first aid treatment, i.e. treatment at the Accident and Emergency Unit at a hospital, or treatment by your General Practitioner (GP), etc, must be reported the same way. If you are unable to return to work after an accident please telephone report details as soon as possible.

1. Guidance on office health and safety

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

## Other Office Rules

1. **Cleaning** - any problems should be reported to [Cleaning Services](https://www.imperial.ac.uk/estates-facilities/buildings/services/maintenance/cleaning/) (extension **41125**.).
2. **Leaving the Office**

Carefully check before going home, or leaving your office for long periods, that everything is safe and secure, i.e. electrical equipment such as fans are turned off, the telephone answering machine is set to receive calls, doors locked, windows closed, etc.

1. **Smoking** - smoking is forbidden in the Building and Campus.
2. **Alcohol, drugs and illness affecting safe work performance**

Staff must not attend for work whilst suffering from the adverse effects of alcohol or drugs; or any illness that may affect safe work performance or the safety of others. Contact [Occupational Health](https://www.imperial.ac.uk/occupational-health/) for advice on the College Drugs and Alcohol policy.

1. **Children and pets** -children and pets are not permitted in the Building.
2. reporting building faults

Please report defects such as failed or failing lights, dripping taps, damaged flooring etc, to the Estates Helpdesk, using the online [Defect Report Form](https://www.imperial.ac.uk/estates-facilities/customer-services-centre/report-issue/), on the intranet. Urgent faults, e.g. a suspected gas leak or flood, should be immediately telephoned to the Estates Helpdesk on 020 759**4 8000.**

1. Work Outside Normal Hours

Normal office hours are Monday - Friday ......................hours excluding Bank Holidays and days when the College is closed. Other times are “outside” normal hours. Members of the College are permitted to work in the Office during outside normal hours periods if necessary on low risk work (reading, writing, PC work). If high risk work is contemplated then it must not be conducted alone. The minimum acceptable requirement is that a risk assessment is conducted prior to the work, and during the work someone known to you is within immediate calling distance, in case of an emergency. A generic, department-wide risk assessment is sufficient for office activities.

If you are in the building outside normal hours you and your supervisor or line manager must follow the College Lone working policy and procedures: [www.imperial.ac.uk/safety/safety-by-topic/lone-working/](http://www.imperial.ac.uk/safety/safety-by-topic/lone-working/)

Outside normal hours, do not admit anyone into the building that you do not personally know to be a responsible member of the College. If anyone asks you to admit them, you may wish to refer them to Security (extension 4444/3333 or 0207 589 1000), or contact Security yourself if you feel suspicious. Try to park as close to one of the building entrances when you arrive so that you do not have to walk unnecessarily long distances back to your car when you finish work by which time it may be dark. Always secure your room, and any other doors and windows in general, and the main entrance door(s) when you leave. Report any signs of suspicious behaviour, attempted break-ins etc to Security (extension 4444/3333 or 0207 589 1000).

1. Electrical equipment

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

1. computer equipment (Display Screen Equipment or DSE)

All College administrative and office staff are regarded as DSE “Users” and as such are entitled to a free eye and eyesight test on request and thereafter at intervals prescribed by their optician. The cost of spectacles for computer work only - will be paid for up to the prevailing College limit. Contact the College Occupational Health Department for advice.

Appropriate computing equipment will be provided to minimise the risks associated with prolonged computer work. Computer workstation assessments should be undertaken by the user, using the Workstation Checklist which can be found with other [Guidance on Computer Workstations](https://www.imperial.ac.uk/occupational-health/health-protection-at-work/computer-health/) on the Occupational Health website. The assessments will be reviewed annually or if any significant changes occur. DSE Users, including postgraduates, may benefit from attending appropriate College computer health training; see [Safety Training](https://www.imperial.ac.uk/staff-development/safety-training/) webpage.

Any member of staff experiencing health problems that may be due to their computer work should report the matter to the Head of Section (delegated to the Section Safety Co-ordinator, who may also be the section computer H&S assessor), as soon as possible. Always adjust any workstation to suit your own particular seating and comfort requirements, and not work for excessive periods without a change in work activity or appropriate rest period. Guidance on setting up your computer workstation is available on the Occupational Health website; if problems are experienced, you can contact your safety coordinator, who may in turn ask Occupational Health for advice.

1. Manual handling

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

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

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

If in doubt obtain help and perform a two (or more) person lift. When team lifting, it is important that one person co-ordinates the operations involved. Use the Office kick-stool (kept in Room 110) when placing items at higher levels on shelves. Only lightweight items should be stored above shoulder height, and then only when absolutely necessary. If the manual handling of any heavy or particularly awkward loads is contemplated a formal manual handling operations assessment must be carried out by a Health and Safety Adviser or the Head of Health & Safety Services.

[Guidance on safe lifting](http://www3.imperial.ac.uk/occhealth/guidanceandadvice/manualhandling) is available on the Occupational Health web pages. Staff who regularly undertake lifting and carrying must attend the relevant “Manual handling” training session arranged by Learning and Development.

1. Personal Protective Equipment (PPE)

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

1. Peripatetic Work

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

All staff must:

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

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

1. Vehicle Use & Driver Safety

College staff using their private vehicles on College business must:

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

Guidance and generic risk assessments for Driver Safety are available on [www.imperial.ac.uk/safety/safety-by-topic/driving-on-college-business/](http://www.imperial.ac.uk/safety/safety-by-topic/driving-on-college-business/)

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

**The Government introduced new legislation relating to the use of mobile phones while driving in December 2003.** It is now illegal to use a hand-held phone, or similar device, when driving. Hand-free phone equipment is not prohibited by the new regulation, but these are still distracting and drivers still risk prosecution under existing legislation (for failure to have proper control) if they use hands-free phones when driving. If your mobile phone rings when you are driving you should let it ring and return the call when safely parked - better still, switch to voicemail before starting your journey.

There is an exemption for calls to 999 (or 112) in genuine emergencies when it is unsafe or impractical to stop. There is also an exemption for 2-way radios, but the same points apply here as to hands-free equipment, in that their use while driving can still be distracting.

For further information - the Department for Transport has posted the answers to some ‘Frequently Asked Questions’ relating to the new legislation, on their website at [www.dft.gov.uk](http://www.dft.gov.uk).

1. Recycling and waste collection

Waste for recycling, paper, cardboard etc, is collected and removed every …………day.

Larger waste items, including old equipment, will require special collection – please contact the Estates Helpdesk 020 759**4 8000** for advice and see [www.imperial.ac.uk/estates-facilities/buildings/services/waste-disposal/](http://www.imperial.ac.uk/estates-facilities/buildings/services/waste-disposal/). Please ensure that corridors, which are used as fire escape routes, are never used as way stations for waste. Please do not put landfill waste into recycling bins, as it may mean the entire load is condemned to landfill.

1. Protection of New or Expectant Mothers

A "[New or expectant mother](http://www3.imperial.ac.uk/occhealth/guidanceandadvice/newandexpectantmothersintheworkplace)" is defined as an employee who is pregnant, who has given birth in the preceding six months; or who is breast-feeding.

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

If risks cannot be avoided by other means then we will temporarily adjust the mothers working conditions and/or hours of work, or offer suitable alternative work. Advice is available from Occupational Health, and further information from the HSE website, [New and Expectant Mothers at Work](https://www.imperial.ac.uk/occupational-health/health-protection-at-work/pregnancy/).

1. Stress and counselling

Confidential Care is available – you can contact it easily by a number of routes; details can be found on the [CIC page on the Occupational Health website](https://www.imperial.ac.uk/health-and-wellbeing/advice-and-support/confidential-care/).

1. Consultation with employees

The Heads of Sections recognises that employee involvement is essential to successfully managing health and safety at work and as such will actively encourage employee participation in health and safety matters and will consult staff fully on all health and safety issues as required by law, through regular staff meetings as well as through day to day involvement. ‘Health and safety’ is a standing item on the agenda of the department’s senior management meetings, and Building User Group meetings.

1. Further Information & advice

Guidance on specific health and safety risks is available on the [Occupational Health](https://www.imperial.ac.uk/occupational-health/) web pages and [Safety Department](https://www.imperial.ac.uk/safety) web pages. Further useful information can be found on the [HSE Website](http://www.hse.gov.uk/) (hse.gov.uk).

 **APPENDIX 1: TYPES OF FIRE EXTINGUISHERS & THEIR SAFE USE**

## How to use a fire extinguisher:

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

#### remove the safety pin from the handle

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

## When to use an extinguisher:

## Only tackle a fire after the alarm has been raised and it is safe to do so

## Ensure you are accompanied when you fight a fire or go to investigate, don’t do it alone

## Only tackle a fire in it’s very early stages

## Put your safety and that of others first, no heroics!

* Only use an extinguisher if you are sure of how to use it correctly.
* Do not hold the horn on a CO2 extinguisher – it will be very cold
* If the fire is still burning after discharging one extinguisher do not continue to fight the fire but proceed to the assembly area immediately.
* If electrical appliances are involved, switch off the power before dealing with the fire.

## Do not fight any fire involving hazardous materials for example oxidising agents, pesticides, fuels or gas.



**APPENDIX 2: GUIDANCE ON OFFICE HEALTH AND SAFETY**

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

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* Adequate floor space and storage space should be maintained to enable staff to move around their work areas and access stored materials, easily and safely. Floor areas, especially pedestrian routes, fire escape routes and areas around machinery and equipment must be kept clear of obstructions and tripping hazards, including employee’s own bags and coats. **Fire doors and fire exits must not be propped open.**
* Staff should keep the area around their own desks clear and are encouraged to have a 'clear out' on a regular basis to prevent accumulation of papers, files etc.
* Floors and traffic routes should be of sound construction and free of hazards like holes, frayed carpets or damaged and loose tiles. Spilt liquids should be cleared up immediately.
* Adequate lighting and ventilation must be maintained at all times.
* All waste must be cleared away regularly, and disposed of appropriately; waste materials should not be allowed to accumulate. Broken glass or other sharp objects must be disposed of carefully and not placed exposed in waste bins.
* Care should be taken not to overload cupboards, cabinets or shelves. Where necessary, units must be fixed securely to the wall: there should always be enough weight at the bottom to minimise any tendency for the unit to overbalance. To gain access to high shelves use a ‘kick stool’ or secure stepladder, never climb on boxes and chairs. Never store heavy items above shoulder height. Materials should not be stacked on the floor where people may fall over them.
* Only one drawer in a filing cabinet should be open at any one time, whether or not a safety interlock is fitted. Cupboard doors and drawers which have been left open can easily cause injury, when not in use they should be kept shut.
* Care should be taken in [lifting and moving](file:///%5C%5Cicnas4.cc.ic.ac.uk%5Cjncotton%5Cdownloads%5Cpart2-9.html) materials and equipment. Where the handling operation is other than trivial, a job appraisal and where necessary, a risk assessment, must be performed first. It is especially important to obtain help when heavy or bulky objects, which may restrict vision are to be moved.
* Office machinery must be operated according to the manufacturer's instructions, and guards and covers must be kept in position unless removed by authorised personnel carrying out essential maintenance. Hair, clothing, jewellery etc must be kept clear of moving machinery, even when guards or interlocks are in use. Never start a machine unless you know how to stop it in an emergency.
* The potential risks associated with electrical equipment in use in offices etc. should be appreciated. Electrical circuits should not be overloaded by the use of adapters to serve a number of appliances. Plugs must be correctly fused for the power rating of the appliance, and plug cables should be securely fixed by cable clamps. Amateur repairs on electrical equipment should on no account be attempted and only maintenance engineers should remove service panels from such equipment.
* All items of portable electrical equipment must be regularly inspected and tested “PAT testing” for electrical safety in order to comply with the Electricity At Work Regulations, 1989. Such inspection and testing is carried out by ………………………..
* Appliances should be switched off and unplugged after use and at night (unless the equipment concerned is designed to run continuously). Electrical and telephone leads must be protected from heat and abrasion. Avoid placing trailing cables in a walkway or access route. Where this unavoidable, cable protectors should be used.
* Heaters and hot-running equipment must be kept clear of combustible materials. The use of open bar radiant fires is not permitted.
* Kettles must never be placed on the floor or in precarious positions on shelves or desks.
* Any unsafe conditions, e.g. faulty lifts, faulty fire doors, missing fire extinguishers, missing Fire Notices, defective equipment, poor lighting, damaged floor coverings, unsafe furniture and so on, should be reported at once to your immediate supervisor so that remedial action can be taken.
* Waste and recycling needs to be removed regularly to ensure good housekeeping, reduce the risk of fire, and slips and trips, and reduce wastage of space. For more information: [www.imperial.ac.uk/estates-facilities/buildings/services/waste-disposal/](http://www.imperial.ac.uk/estates-facilities/buildings/services/waste-disposal/)

##  General rules for preventing fires at work

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

## Ensure equipment and machinery is regularly inspected and maintained.

## Report faulty electrical equipment and wiring to the manager

## Do not overload electrical sockets or extension leads

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

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

## Follow the ‘no smoking’ policy

## Do not place liquids on electrical equipment

## Switch off equipment at the end of the day

* Do not obstruct ventilation outlets, keep ducts and flues clean
* Take precautions to minimise the risk of arson
* Monitor the work of contractors on site
* Carry out regular inspections of the workplace to check for fire hazards

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



**APPENDIX 3: Example of Safety induction checklist**



Go to this page [www.imperial.ac.uk/staff/new-staff/guidance-for-managers/safety/](http://www.imperial.ac.uk/staff/new-staff/guidance-for-managers/safety/) to obtain the latest version and guidance on giving a Day One induction.