



Health and Safety Induction

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Faculty of Environment

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What is Health and Safety?

- **Health:-** the protection of the bodies and minds of people from illness resulting from the materials, processes or procedures used in the workplace.
- **Safety:-** the protection of people from physical injury

Why is H&S important?

- Ultimately so we can all return home safe each night
- Individuals have a responsibility for the H&S of themselves and those around them
- UoL has a duty of care to students, staff, visitors and others affected
- Legal, moral and financial reasons



<http://www.hse.gov.uk/contact/images/newlawposter.jpg>



Student plunges 300ft to death during university field trip in the Himalayas

By NADIA GILANI
UPDATED: 01:39, 18 November 2011

University of Liverpool chemistry researcher injured

11:46, 4 MARCH 2015 BY ROB PATTINSON



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View comments

A student is believed to have died after plunging 300ft from a cliff in Nepal while on a university field trip.

Tom Ram, 20, was visiting the Himalayas when it is thought he stumbled and fell to his death while walking next to a treacherous cliff edge.



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Yale Un Two British medical students stabbed to death in Borneo

A Yale Uni got caught Wednesday

Newcastle University students on work placement, both aged 22, killed after row in a bar in Kuching, a Malaysian part of the island

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Health and Safety
Services



Health and Safety Policy
April 2018

you+me
Managing risk together



In an emergency

Follow any local instructions given during your induction or at the time of the emergency.

If you need an emergency service (e.g. fire, ambulance) contact Security on **0113 343 2222** (**internal 32222**) so they can help direct them through the campus.

Key contacts and further information

Further support is available through:
Health and Safety Coordinators in most faculties – ask your academic supervisor for details

The Health and Safety Manager for your faculty – details at www.leeds.ac.uk/safety or call 0113 343 4201

For further information and advice visit www.leeds.ac.uk/safety



Health and Safety Services
University of Leeds, Leeds,
LS2 9JT, UK

T: 0113 343 4201
E: safety@leeds.ac.uk
W: www.leeds.ac.uk/safety



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Safety in research

Research students

Push boundaries, *not your luck*

When you're pursuing research you want to push boundaries, not be constrained by them. By understanding how to apply key health and safety principles you can still be innovative in your research without exposing yourself or others to unnecessary risks - you will also gain an important skill which is valued by employers for your future career.



Your academic supervisor

Your academic supervisor is your first point of contact for health and safety questions relating to your research, and they can also refer you to others for advice and information.

You can expect them to:

- provide or arrange supervision, training and induction
- work with you to produce risk assessments for your projects - e.g. fieldwork – and agree and write down control measures before the work begins
- ensure that risk assessments in their area are carried out, recorded, reviewed, updated as research proceeds
- ensure that significant information (and changes) in these risk assessments is shared with you and that effective control measures are implemented.

Your responsibilities

You are responsible for ensuring your own safety and that of others who may be affected by your actions (including staff, students and visitors).

- ✓ **Do** read, understand and comply with the University's Health and Safety Policy and protocols
- ✓ **Do** watch the student induction video at www.leeds.ac.uk/safety
- ✓ **Do** undertake any necessary health and safety training and induction
- ✓ **Do** follow the requirements of risk assessments and any local arrangements
- ✓ **Do** tell your academic supervisor if you have a health condition which may be caused by or made worse by your research, or if you will need help to evacuate a building in an emergency, so measures can be taken to protect you.

- ✓ **Do** raise the alarm if you discover a fire, and if emergency alarms sound, leave by the nearest emergency exit
- ✓ **Do** report any accident, injury, near miss, faults, unsafe activities and damage to buildings or equipment as soon as possible to your academic supervisor or health and safety staff
- ✓ **Do** dispose of hazardous waste correctly

- ✗ **Don't** improvise – use the right equipment for its intended purpose. If this is not available or you are unsure ask for help
- ✗ **Don't** misuse any clothing or equipment provided for health and safety, or damage the fabric of the building or connect directly to the services (other than through a standard electrical socket) without prior agreement from the Director of Facilities.

It's ok to ask questions about the risks attached to any work and how you should control these. If you feel that an activity poses a danger to your health and safety or that of others, you should raise your concerns with your academic supervisor and you have the right not to proceed.

Different research - different risks? *What to look out for*

- Lab-based research may involve issues such as biological safety, hazardous substances, manual handling and guarding of machinery amongst others. Training and induction will be necessary to ensure your safety. If you do not receive training ask for it.
- Social science research projects may involve risks including lone working, fieldwork, high risk locations. You should

seek guidance from your academic supervisor to ensure you have considered the risks relevant to your research.

- Some research projects need specific permits, approvals or authorisation before they can proceed. Specialist advisors (e.g. Biological Safety Manager) can help with this.
- In many disciplines you will need to be aware of issues such as using computers safely, correct posture when working at desks, fire safety, manual handling and lone working.



Our Obligation to you:

We are responsible for the health and safety of our staff, students and visitors.

This includes:

- Providing a safe and healthy working environment;
- Ensuring all staff and students know their health and safety responsibilities;
- Providing information, training and supervision;
- Giving advice and resources to assess risks;

(The Faculty has local procedures for

<http://www.environment.leeds.ac.uk/internal/health-safety/>)

The screenshot shows the Faculty of Environment website. At the top, there is a navigation bar with links for HOME, NEWS & EVENTS, STUDY, RESEARCH, SERVICES FOR BUSINESS, OUTREACH, and INTERNAL. Below this, a breadcrumb trail reads: You are here: Faculty of Environment > Internal > Health & Safety (new). The main content area features a large image of a person in a lab coat and gloves, with the heading 'Health & Safety (new)'. To the right of this image is a 'Foreword by Dean of Faculty' section, which includes a small photo of a man and text stating: 'The health, safety and welfare of our Staff, Students and Visitors is of the highest priority to the Faculty of Environment and the Faculty commits itself to developing, resourcing and implementing appropriate structures and processes that reflect this. As an integral part of this commitment the Faculty fully supports and endorses the requirements and spirit of the University's Health and Safety Policy. The senior management team has adopted a number of principles in support of the Policy and remains committed to achieving best practice in health and safety through continued improvement and effective control of risk while maintaining our world-class reputation for research and student'. On the right side of the page, there is a search bar and a list of navigation links: Earth & Environment, Geography, Transport Studies, Faculty Staff, Login to Internal Site, Map & Directions, and Kristal (and e-expenses).

Fire Safety

- The fire alarm is a continuous alarm.
- If you hear this alarm you should immediately evacuate the building by the nearest exit.
- If you are teaching you should ensure that all the students leave the lecture venue.
- Do not stop to collect personal belongings.
- Do not use the lifts.
- Do not re-enter the building until told it is safe to do so by a fire warden.
- Fire alarm tests at set times on a weekly basis.
- **If you discover a fire, raise the alarm and evacuate**



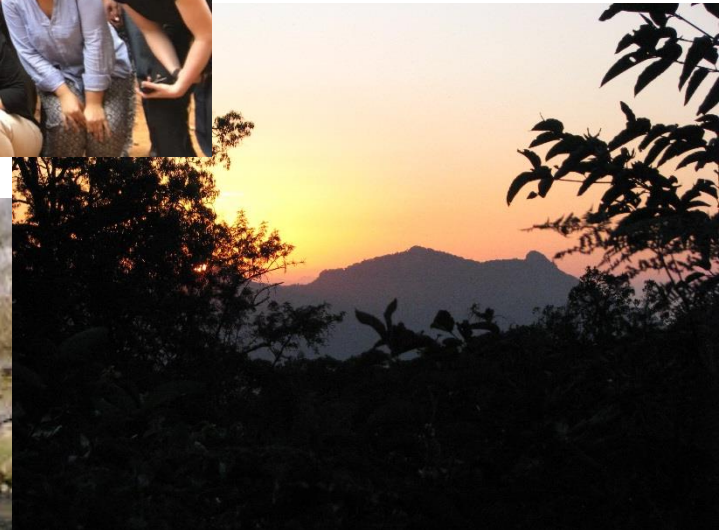
First Aid

- First Aid boxes can be found at various locations.
- Notices of First Aiders contact details in all areas.
- All Accidents and Incidents must be reported to the School / Institute.
- Defibrillators are located around campus.





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Thank you- Any Questions?