

University of Bristol

Department of Civil Engineering

Departmental Safety Note – ‘Local Rules’

Instruction for New Staff, Visitors and Students

General statement

The operation of the University of Bristol’s formal Safety policy is explained in the Codes of Practice issued by the Safety Office (<http://www.bristol.ac.uk/safety/>). Copies the codes are available at <http://www.bristol.ac.uk/safety/policy/cop/>. This document is the department’s interpretation (sometimes called ‘Local Rules’) of the most relevant parts of the codes. It is accessible on-line on the Department server at P:\Health and Safety\Policy and local rules. [NB. In the following, it will be assumed that the drive letter is P: , it may be any letter you have mapped to the public folder on the department server].

All Departmental personnel are encouraged to be aware of safety matters within their work area and to identify any potential problems. Accidents, including near misses, can be reported using the Initial Report Form at <http://www.bristol.ac.uk/safety/accidents.html>.

The Department’s approach to safety is based on Risk Assessment.

Risk Assessments must be undertaken to comply with University Policy and the Civil Department Safety Policy. For day to day activities this requirement is covered by these local rules, which can be seen as a response to common risks in the office environment. Exceptions where an additional risk analysis is required include: any laboratory work in Faculty labs (to be completed with, and signed off by, the technician in charge of the relevant lab), workshops involving non-office related risks, visits outside the department (e.g. field trips and student placements).

A further exception requiring a separate risk assessment occurs where normal work activity covered by these local rules is undertaken by pregnant employees, and all risk assessments should refer to the HSO risk assessment for pregnant workers (see section “Child safety and pregnant workers” below) in order to draw peoples attention to the fact that undertaking the activity whilst pregnant entails additional risks. This is part of a general principle that the level of risk presented by an activity is not the same for all people. In any risk assessment, people with special needs should be identified on a case-by-case basis, and risk assessment conducted for the activities they are involved in.

For each risk assessment there should be a person, or group of people, responsible for it. To see how to perform a risk assessment, refer to previous recent risk assessments held on the department server. Risk assessments are often straightforward common sense. It is often acceptable to simply repeat or modify slightly the text of a previous risk assessment (e.g. when the ‘same’ field trip is run in successive years) but where this case the DSA should be informed, by email, of the previous risk assessment being used. The nature of any modifications should be explained to the DSA in that email.

For new, or complex, or inherently risky activities, it is advisable to consult UoBs Health & Safety Office (HSO) risk analysis code of practice and use the schema provided. A local copy is held on the Department server at P:\Health and Safety\Risk Assessments DSE Assessments & Office Inspection Forms\riskassessmentcop.doc, and it is also available from the HSO website: <https://www.bris.ac.uk/safety/policy/cop/riskassessmentcop.doc>

The person or group responsible for a risk assessment must ensure:

- their name appears on the risk assessment

- the risk assessment includes a statement to remind people that if they are pregnant there are additional potential risks
- the risk assessment is placed in the appropriate sub-folder for Risk Analyses (by year) on the Health & Safety shared folder on the department server, and inform the DSA at the time it is placed there. This must be done at least 2 weeks before the activity, e.g. trip, takes place
- the risk assessment for an activity is disseminated to the participants in the activity (e.g. students performing a lab or going on a field trip). They must also ensure that the participants sign an 'attendance sheet' stating that they have seen and understood the risk assessment and all other safety literature distributed to them. This must be posted alongside the risk assessment on the Department server.

Measures for common Departmental Risks

1. Fire safety

A Fire Risk assessment has been prepared for the Queen's building and can be obtained from the Engineering Faculty Technical Services Manager. The fire alarm is used when a general evacuation of the building is necessary; this may not only be because of fire. If the fire alarm sounds in the building then leave the building promptly by the normal route if unblocked (otherwise any fire escape route) and assemble in University Walk.

A special procedure (Personal Emergency Evacuation Plan) must be agreed for those at special risk e.g. with impaired mobility, sight, hearing.

All members of staff must make themselves familiar with the rules below (amend as appropriate);

Fire Exits Do not prop open fire doors. Keep corridors and emergency exits free from obstruction. Do not store excessive amounts of combustible materials anywhere in the Department.

Exit Routes Staff should be familiar with at least two routes from their position in the Department to a fire exit (marked by the green running man and arrow or fire exit signs). If in any doubt of the exit routes then liaise with the Fire Warden who will be able to help you.

Fire Wardens The Fire Wardens for the Department are Anne Thorpe and Joseph Symes. They are responsible for ensuring that their designated areas of Queen's Building (in accordance with the Faculty plan to achieve Fire Warden coverage) is vacated and for liaising with the appropriate building controller.

Evacuation When the alarm sounds (a continuous bell or siren), evacuate the building immediately (if safe to do so) assisting others as appropriate by the nearest safe exit, to the appropriate assembly point on University Walk. If it is safe to do so, shut windows and doors and switch off non-essential electrics but do not delay your escape. Do not run or jostle but proceed quietly to the exit. Do not re-enter the building until told to do so by the Fire Brigade, Officer in Charge or Security.

Any alarm testing will be notified in advance.

On discovering a fire, operate the nearest fire alarm (red break-glass box marked FIRE). Call the fire brigade via Security on x 112233 and report the nature and location of the fire. Evacuate the building, going to the assembly area and report to the building controller. Ensure the fire brigade is met and informed of the location and type of fire. Do not attempt to fight the fire.

Disabled Access Disabled access is via Queen's Building main entrance. The eastern side entrance onto University Walk also has disabled access. Disabled persons visiting the Department should be assisted to safety by the member of staff they are visiting.

2. Good housekeeping

The majority of accidents in the University are 'slips and trips'. Many accidents are caused by the presence of obstructions in walkways and workspaces. Such obstructions also create an unnecessary hazard when emergencies arise, and rubbish if not properly disposed of will create a fire hazard. A good housekeeping policy must be adopted in all departmental areas. It is the responsibility of each of us to keep our workspace tidy, clean and free from hazards to ourselves and other people.

Refurbishment of the rooms, and corresponding management of the possibilities for slips and trips, is dealt with at a Faculty level. However, staff should inform the DSA or HoD of any slip/trip hazards they observe relating to refurbishment.

3. Accidents

All accidents, incidents, and cases of occupational ill-health however minor, must be reported and recorded using an accident report form as soon as is reasonably practical. This form is available from the administrative office or downloaded from the Health and Safety Office web site <http://www.bris.ac.uk/Depts/Safety/AccidentReporting.shtml>.

On completion the form should be signed by the Head of Department who will initiate any appropriate action.

The procedure in the event of an incident resulting in death or serious injury to a member of staff or student, or to any other person on University premises is available at <http://www.bristol.ac.uk/cms/go/handbook/safety/seriousinjury.html>.

4. Visitors

Members of the department inviting others to work in the department should arrange for the visitor to register, and read and sign the departmental local rules. Visitor registration forms are available in the Departmental Office.

5. Electrical safety

Offices must be maintained in a tidy state with items being safely stored. Portable electrical equipment must be PAT tested for electrical safety, in house, currently by Chris Hawkins. The department maintains an inventory of all tested equipment, using serial numbers or other unique id where possible, and PAT stickers are used to label equipment stating whether it passed or failed, and the date on which the next test is required.

Trailing extension leads must be run in such a way as to prevent tripping, not overloaded and not ganged together. **Square, "plug in" adaptors are not permitted.**

Building services test the fixed appliances in the department. A list of these appliances is kept on the department server, Health and Safety folder, in the 'Fixed appliances' sub-folder.

6. Working after hours and lone working

Staff working after hours are at risk as safety and support staff may not be on hand to provide assistance. This is particularly the case when personnel are working on research projects or equipment in the laboratories and workshops (there are separate safety rules and procedures for these areas that must be observed). The Department follows Faculty Policy on out of hours working, which can be found at <http://www.bristol.ac.uk/engineering/currentstudents/handbooks/pgrhandbook/pgrhandbook.html#safety>.

The main rules are repeated here:

1. A second person must be within earshot
2. The building card access system should be used to record the presence of staff in the building
3. The lifts should not be used
4. An internal telephone should be readily available to personnel working after hours.

In addition to the Faculty rules, and the laboratory and workshop safety rules, these local Department rules add the following. A lone worker must perform an on the spot written risk assessment of any tasks he/she is about to perform that appear to present a significant level of risk. This could be written, for example, in a log book, and may contain procedures to reduce the risk. If the result is that the risks are assessed to be similar to normal office activity then lone working is acceptable. Otherwise it is not acceptable. This may rule out lone work on some laboratory work for example, in which case a second person must be engaged in the activity.

Staff should report any risk from lone working to the DSA.

7. Child safety and pregnant workers

Children are only allowed into the departmental areas subject to notification to the Head of Department. They must be accompanied at all times and under the close supervision of a member of staff. Children will not normally be allowed in kitchen areas, machine shops, laboratories or welding bays at any time.

Newly expectant mothers that are employees of the university should inform the department at least 15 weeks before the estimated due date. Expectant mothers are referred to the guidance at

<http://www.bris.ac.uk/personnel/policies/maternity-policy-2007.html>

and the risk assessment form contained in

<http://www.bristol.ac.uk/safety/health/guidance/gn05-14.doc>.

The Department administrator or delegate is responsible for conducting this risk assessment with the person concerned. The results of the risk assessment should be recorded and put on the department server under Health & Safety/ Risk Assessments DSE Assessments & Office Inspection Forms/<year>-activities/pregnancyRA/<Person's name>. This requirement applies even if the response is "I need no further action to be taken." Any issues of concern that arise should be brought to the attention of the Department Safety Advisor or the Head of Dept.

8. Stress

The department will run a stress survey, approximately every 3 years.

If any member of staff wishes to discuss stress related issues, they can contact the Department Safety Advisor, the Head of Department, Personnel Services, or the University Health & Safety Office.

University policy is outlined at

<http://www.bris.ac.uk/equalityanddiversity/mhealth/staffmhealth/staffmhealthpolicy/smhguidmgrs.doc>

It is also recommended that all managers attend the half day training workshop entitled 'Understanding and Managing Stress for Managers'. Details of this and other training is available at

<http://staffdev.ilrt.bris.ac.uk/staffdevelopment/courses/directory/courselist.pl?sect=lm#ED1UMM>

9. First Aid

First aid in Queen's Building is managed on a building wide basis to ensure good coverage of all areas, and some level of redundancy. Current first aiders in Queen's Building are listed on **green first aid notices** on the walls. In the event of a need for first aid, please contact one of these first aiders who will have access to first aid kits.

Each first aider has a first aid kit. Locations of these kits include the Porters Lodge, the Faculty Office and the laboratory workshops

The Civil Dept first aid risk assessment stressed the requirement for sufficient first aiders on field trips. What is sufficient will depend on the nature of the trip and activities, and this should be addressed in any field trip risk assessment.

10. Visits, field trips

Current UoB guidance 'Research undertaken in the community' is to be found at <http://www.bristol.ac.uk/safety/guidance/>. <<NB. New UoB fieldwork regs due in spring 2010 may be more appropriate – Liz Greaves is currently writing them>> For undergraduates, the Department assumes University guidelines comply with standards such as BS 8848:2007 where appropriate.

A risk assessment will be required in all cases. Risk assessments can refer to the Department's local rules where appropriate, and must do so in the specific instance of "Child safety and pregnant workers."

Fieldwork organisers should read through all the information on the department server at in folder Health and Safety\Other policies and guidance\fieldwork

Lessons learned as a result of field trips should be brought to the attention of the DSA and formally reported at a Department meeting.

Staff running field trips should be trained. The HSO can provide such training (Liz Greaves).

There should be an adequate number of first aiders on the trip, identified by name in the trip risk assessment.

Where visiting a site with its own safety regime, a copy of the site safety documentation given to visitors should be studied in advance of the trip, especially if the site requires UoB personnel or students to sign safety documentation.

A useful source of external (non-UoB) guidance is available at http://www.ucea.ac.uk/index.cfm/pcms/site.Publications.Health_and_Safety/

11. Manual handling

Handling of large and/or heavy objects should only be attempted by people that have attended a manual handling course, either at UoB or elsewhere. The department manual handling risk assessment is on the department server, P:\Health and Safety\Manual handling\

12. Driving

Driving at work refers to any work carried out on behalf of the University that involves the employee in time spent driving a vehicle and covers all journeys other than to and from their normal place of work at the University.

Different categories of use require different levels of training. The Department administrator maintains driver training records at P:\Health and Safety\Training\Driving. Use of personally owned cars on university business is permitted only if the driver has completed a drivers declaration. The driver must also include business use on his/her insurance policy.

It is the responsibility of staff that are required to drive on University business to:

- Hold the appropriate driving licence entitlement,

- Report to their immediate manager any medical condition that prevents them from meeting the legal medical standards for safe driving as outlined by the Driver and Licensing Agency (DVLA),
- Ensure that they are fit to drive, free from medication or the effects of alcohol or fatigue,
- Ensure that the University policy on smoking is adhered to in University vehicles,
- Not use a hand-held mobile phone to make or receive calls whilst driving on University business,
- Ensure that loads are securely stowed and that the carrying capacity of the vehicle is not exceeded,
- Immediately inform the person in charge of the vehicle if they become aware of any faults with that vehicle, and
- Ensure as regards minibuses that a Section 19 permit is displayed in the vehicle and the vehicle is not taken outside of the UK.

It is the responsibility of the Department Administrator to instigate the Department procedure to ensure that all staff who drive a University vehicle as part of their employment present their driving licence for inspection on recruitment and on an annual basis thereafter. All Department driver declaration forms are recorded and kept on the department server in P:\Health and Safety\Training\ Drivers

Driving risks are primarily mitigated by normal adherence to the highway code, but additional risk assessment must be completed for journeys that are either considered potentially 'high risk'. This could be stand alone, or part of a risk assessment document for a trip. Examples of circumstances that might lead to risk include:

- Journeys that are long distance,
- Trips that include driving overseas,
- Driving that is undertaken by inexperienced drivers or those with a poor accident record,
- Driving that will take place in severe weather conditions such as snow or high winds,
- Journeys that involve lone working in remote or potentially dangerous areas,
- Driving that involve types of vehicles that are not normally driven,
- The transport of 'dangerous goods' or animals, or
- Involves transporting large numbers of passengers for example in a minibus.

13. Smoking

Smoking is not permitted in Departmental buildings, in a University owned vehicle or any place where smoke may permeate the building. This is in line with the University Smoking Policy <http://www.bris.ac.uk/Depts/Safety/policy/SmokingPolicy.pdf>. Any breach of the policy will be dealt with under University disciplinary procedures.

14. Work at Height

The only case of working at height in the department is when reaching files on high shelves in the department offices. This required a small step kept in the porters office. If there are any other uses, the DSA should be informed.

Only use a ladder or stepladder:

- in one position for a maximum of 30 minutes;
- for 'light work' - they are not suitable for strenuous or heavy work. If a task involves a worker carrying more than 10 kg (a bucket of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment;
- where a handhold is available on the ladder or stepladder;
- where you can maintain three points of contact (hands and feet) at the working position. On a ladder where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On stepladders where a handhold is not practicable a risk assessment will have to justify whether it is safe or not.

All ladders and stepladders used in the Department must be checked prior to use and have a detailed recorded annual check.

A risk assessment must be completed for all working at height by the people doing the activity. The DSA checks the risk assessment through the normal process for risk assessments specified in this document.

15. Use of computers

Any person in the department who uses a computer is required to complete an annual display screen equipment (DSE) assessment. This is a self assessment which will be checked by the DSA on completion.

Training/guidance on DSE workstation good practice is available on the department server at P:\Health and Safety\Training\Display Screen Assessment\Use of workstations - useful guidance. One key point is the advice to take regular breaks from the workstation, at a minimum every 40 minutes.

If any problems are identified the DSA will give advice to help remedy the problem and ensure each workstation meets the minimum requirements outlined in the Schedule to the Regulations. If you experience any aches and pains that could be work related upper limb disorders please inform the DSA or your Line Manager immediately.

Staff can obtain a free eye test and support towards the cost of spectacles required for the use of display screen equipment. An authorisation form can be found at the following link <http://www.bris.ac.uk/Depts/Safety/safe/cop/office/office.shtml#g>

16. Miscellaneous emergency situations

For significant emergencies, the University maintains an emergency crib sheet at <http://www.bristol.ac.uk/cicp/cribsheet>. This should be printed out and displayed in each department room/area by the person responsible for that area.

A more everyday list can be found at <http://www.bristol.ac.uk/safety/contacts/emergency.html>

17. Student placements

These will be conducted in accordance with the procedures set out by UoB's International Office <http://www.bristol.ac.uk/international/>. Students should be made aware of the University student placement policy available from that office. Any information/guidance given to students must be stored on the department server, in a sub-folder for the year it was issued in, at P:\Health and Safety\Training\Studying abroad

In addition, the UoB Health & Safety Office guidance 'Student Placement Guidelines' should be followed and is found at: <http://www.bristol.ac.uk/safety/guidance/>

Students should be asked to ensure that their induction (at a placement) includes safety briefing. If no such briefing occurs, they should ask for it, and inform the Civil Engineering member of staff in charge of placements (currently Dr Erdin Ibraim) if it does not occur within a reasonable time.

18. Laser pointer policy

Adhere to the available Faculty guidelines. Students will not normally be allowed to use Laser pointers. Staff should only use laser pointers provided by the dept, and not their own devices. Staff must receive training and this must be recorded on the dept server (Health & Safety Folder\Training\Laser pointers).

Safety in the Laboratory/Workshop

General

Until you have seen Faculty rules for work in these environments, the following may be used as a guide.

Students are not allowed to work in the workshops whether supervised or not. All departmental staff, students or visitors must not use the welding bay, forklift truck or fit any abrasive wheels unless it has been agreed with the Faculty Technical Manager, and the name included on the approved operators list for that activity.

If there are any concerns or doubts about the safety of any activities to be undertaken then a Risk Assessment must be carried out. The Faculty Technical Manager, or safety personnel delegated by the Faculty Technical Manager, should be given a copy of the assessment to be checked.

1. Dress

When operating machinery or working in a hostile environment always wear protective clothing. Ensure that there is no loose clothing, that hair is safely tied out of the way and that adequate protective footwear is worn. Goggles, ear defenders and gloves must be used where appropriate and are available from the Department Administrator or the Faculty Technical Manager's office.

2. Equipment Guards

All machinery is fitted with safety guards to protect against both mechanical and electrical hazards. These must not be removed under any circumstances. Equipment is inspected at least annually to ensure that safe operation is maintained.

3. Electrical equipment

All electrical equipment is tested in accordance with Fixed Equipment or Portable Appliance Testing procedures, as applicable. With the exception of personal computers less than 3 years old, if electrical equipment does not have a valid test sticker then you should not use the equipment. The DSA or Faculty Technical Manager should be informed. In general, a safety test on computing equipment is valid for three years, instrumentation equipment two years and electrical equipment one year. All new laboratory equipment must be identified to the Faculty Technical Manager for testing prior to use. Equipment left running over night must carry a notice giving the emergency shut down procedure and the name and telephone number of the contact.

4. Lifting and handling

Do not attempt to lift heavy weights without the use of appropriate aids. Specialised lifting equipment is available from the Department Office or the Faculty Technical Manager's office. Such equipment should be tested on a regular basis according to regulations.

5. Chemical safety

The safety procedures regarding the use of chemicals are covered under the Control of Substances Hazardous to Health (COSHH) regulations. The minimum quantity of chemicals should be stored in

laboratories, and the control of such substances is a Faculty matter. There is no Departmental store of chemicals except for low-risk office related cleaners.

6. Waste disposal

Care must be taken when disposing of waste material, in the main; the procedure is identified in the COSHH assessments. If in doubt, contact the Faculty Technical Manager who will recommend a method of disposal or arrange for the Safety Office to carry out the disposal.

Master Departmental Safety Notes (Local Rules) –

I confirm that I have read the above notice and can comply with the requirements.

Name:

Signed:

Date:

Please return this page to the Departmental Office for scanning and placement on the department server, in the appropriate sub-folder of P:\Health and Safety\Training\Induction