STAFF HEALTH AND SAFETY HANDBOOK
ATTENBOROUGH TOWER
STATEMENT OF HEALTH AND SAFETY POLICY

The Staff Health and Safety Handbook for the Attenborough Tower is intended to provide information as well as detail of policies and processes in place within the College so as to comply with University’s health and safety guidelines as outlined in the University Statement of health and safety policy and statement of organisation and arrangements.

While all College staff are to be aware of and adhere to the University’s health and safety policy and guidelines, overall responsibility for staff and student health, safety and welfare lies with the Head of College (HoC).

1. The College declares that high standards of safety and health are an integral part of the proper conduct of its affairs. The College also believes that statutory duties and requirements are the minimum standards to be met, and that it may be desirable for such standards to be exceeded.

2. It is the policy of the College, so far as is reasonably practicable, to:

   2.1. establish and maintain an environment for staff, students and visitors that is safe and without risks to health;
   2.2. provide and maintain equipment and systems of work that are safe and without risks to health, and ensure safe means of access to and egress from all places within its control;
   2.3. ensure that arrangements for the handling, use and storage of articles and substances are safe and without risks to health;
   2.4. provide such information, instruction, training and supervision as is necessary to ensure the health and safety of staff, students and visitors;
   2.5. establish and maintain a system of consultation sufficient to ensure that staff and students are able to contribute effectively to the maintenance of a safe and healthy environment;
   2.6. ensure that employees are aware of their responsibility to staff, students and the public within their jurisdiction and that they implement the requirements of the safety policy;
   2.7. monitor and review the effectiveness of the University’s arrangements and, where appropriate, implement improvements.

3. The College will review its statement of safety policy at least annually and revise it as often as may be necessary.

[Signature]

Professor Julie Coleman, Head of College
PLEASE READ THIS HANDBOOK CAREFULLY

Once you have read this handbook, please confirm you have done so with your departmental safety officer (DSO). In the case of the College Office staff, confirm with Kathy Baddiley-Davidson, kxb@le.ac.uk.

YOUR RESPONSIBILITIES

Your employer, and within the College, the Head of College (HoC), is responsible for your health and safety, but as an employee you have responsibilities too:

The Health and Safety at Work Act (1974) Section

7: General duties of employees at work

It shall be the duty of every employee while at work—

(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

The Management of Health and Safety at Work Regulations 1999

Section 14: Employees’ duties

(1) Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned which has been received by him and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.

(2) Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees—

(a) of any work situation which a person with the first-mentioned employee’s training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and

(b) of any matter which a person with the first-mentioned employee’s training and instruction would reasonably consider represented a shortcoming in the employer’s protection arrangements for health and safety.
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INTRODUCTION

The Head of College (HoC) has overall responsibility for the implementation of University policy on Health and Safety in the Attenborough Tower. This responsibility cannot be delegated.

Each of us has a duty to take reasonable care of ourselves and anyone else working in the University (see Your Responsibilities page 3). We are also responsible for any guest we may bring into the department. Children especially should be watched carefully. Pets must not be brought into the department at any time.

Each member of the College should follow any University guidance as far as it is necessary to perform any task safely and to comply with the requirements of any legislation currently in force.

Each of us should be familiar with the location of Fire Alarms, Extinguishers and First Aid boxes. If any of these items are used, the DSO must be informed so that replacements can be provided.

In order to identify the most common hazards, all accidents, however minor should be reported to the DSO. Even minor incidents may need to be reported to the University Safety Office so that the Health and Safety Executive (HSE) can be informed if necessary. Reporting accidents to the DSO could well prevent a more serious incident occurring.

If any member of the department is concerned about the safety of any equipment or process, the problem should be discussed with the appropriate member of staff or, if necessary, the DSO.

The contents of this book cover the College premises in the Attenborough Tower.
SAFETY INFORMATION AND TRAINING

The HoC has overall responsibility to ensure the health, safety and welfare of all staff, students and visitors within that department and to ensure that information is available on departmental safety. This information is updated and disseminated by the Departmental Safety Officer (DSO).

The HoC has a responsibility to ensure that relevant information and training in working conditions is given to all staff. All new staff must attend the information and training sessions relevant to their work.

UNIVERSITY WORKING HOURS

Normal University working hours are Monday to Friday 8.00 am – 6.00 pm.

ATTENBOROUGH TOWER SAFETY REPRESENTATIVES

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
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<tbody>
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<tr>
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<tr>
<td>Fire Safety Officers</td>
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<th>Role</th>
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<tbody>
<tr>
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EMERGENCY TELEPHONE NUMBERS

To call the Emergency Services, Fire Police or Ambulance, during working hours (see page 6), the internal emergency number **888** should be used. If it is not answered immediately, or the call is out of normal working hours, use **9 999**. All telephones can be used for this purpose.

| Internal Phone: 888 | External Phone: 9 999 |

When using the telephone in darkness, remember that on a push button telephone, the lower right hand button is # and the one immediately above it is the 9.

**GIVE A SPECIFIC LOCATION**, e.g. The University of Leicester, Attenborough Tower, 3rd floor, Room 307. Remember that Leicester has two Universities – specify which one!

If possible send a reliable person to meet the Service on arrival, and to act as a guide.

FIRE AND EMERGENCY EVACUATION

**Raising the alarm**
The very first action on discovering a fire should be to warn others so that there is no delay in evacuating the building. It is important that we all know the location of the Fire Alarm buttons and how to operate them. The current Fire Alarm system has a Smoke/Heat detector in each room of the building, which will automatically set off the alarm. If this does not happen, raise the alarm by activating one of the Fire Alarm call points, which are located on each floor at the entrances and exits of the corridors. To operate the alarm it is only necessary to break the glass, the rest is automatic.

The alarm in the Attenborough Tower is tested every week on Thursdays at 9.45am. If you hear the alarm at any other time or if it sounds continuously at the test time, proceed to evacuate the building.

**Calling the Fire Service**
During working hours report a fire immediately to the Building Safety Officer (BSO) and/or Fire Safety Officer (FSO); they will check to see if there is actually a fire before calling the Fire Service. In the absence of both the BSO and FSO inform reception immediately. Out of working hours security will automatically call the fire service.

**Evacuating the Building**
On hearing the Fire Alarm (a piercing warbling tone) leave the building by the NEAREST stairs and exit.

Do not waste time by going back to offices to collect coats or bags; you are only putting yourself in more danger. Proceed to the designated assembly point, at the front of the Mathematics Building so that the FSO can check that everyone is safely out of the building.

If you discover a fire, **SOUND THE FIRE ALARM**. Common sense must be used. If the fire is not serious and can be put out using a fire extinguisher, **WITHOUT PUTTING YOURSELF IN DANGER**, then do so but only if you have received training in their use. Always make sure that you have an escape route in case the fire becomes more serious. The fire extinguishers are provided not only to fight small fires but also to help provide you with a way out. A fire should only be attacked if the alarm has been raised.

If it is suspected that any member of the department is missing, or is still in the building, the FSO should be informed so that the Fire Service can be told. For this reason it is vital that we all proceed to the same assembly point when the alarm sounds, should anyone wander off, they will probably be reported as missing.

On no account should anyone re-enter the building until Security/FSOs have given the ‘All Clear’.

7
USE OF FIRE EXTINGUISHERS

NEW types of extinguishers all have red bodies and optional zones of colour, up to 5% of the total surface area, to indicate extinguisher contents. Extinguishers which comply with the previous standard have the entire body colour coded. Either type is suitable for use, as long as it is serviceable. You should only use a fire extinguisher if you have been trained how to use them.

CARBON DIOXIDE RED WITH BLACK BANK
Suitable for fires involving flammable liquids or electrical apparatus. On fires involving either liquids in containers or spilled liquids, direct the jet or discharge horn towards the near edge of the fire. With a rapid sweeping motion drive the fire towards the far edge until all the flames are extinguished. Carbon Dioxide extinguishers should NOT be used in confined spaces where there is a danger that the fumes may be inhaled. Do NOT hold the horn to direct the discharge of the gas.

FOAM RED WITH CREAM BAND
Suitable for most fires involving flammable liquids. Where the liquid on fire is in a container, direct the jet at the inside edge of the container or at an adjoining vertical surface above the level of the burning liquid. This breaks the jet and allows the foam to build up and flow across the surface of the liquid to smother the fire. Where this is not possible, stand well back, direct the jet with a gentle sweeping motion, allow the foam to drop down and lie on the surface of the liquid. Do NOT aim the jet directly into the burning liquid.

ATTENBOROUGH TOWER EVACUATION PLAN

In the event of fire or serious incident in which evacuation is required, staff will need to take charge of the evacuation and ensure that all occupants of the building evacuate in an orderly manner to a place of safety (assembly point). In order to achieve this, sufficient numbers of Fire Safety Officers (FSOs) are given instruction and training to enable them to undertake their functions. Sufficient yellow tabards will be available which will be put on by Fire Safety Officers when the fire alarm sounds. Fire Safety Officers should also report any defects or deficiencies in the fire-fighting equipment or other fire safety provisions to the Building Safety Supervisor.

During working hours, where possible, the Lead Fire Safety Officer (LFSO) will be assisted at the Fire Panel by a Zone 2 porter. It is not possible to guarantee the availability of a porter as soon as the alarm activates but they are familiar with the fire alarm panel and evacuation lift and can advise the LFSO on its use.

A number of out-of-hours activities take place in the building and casual staff, students and visitors may not be fully familiar with the evacuation plans. Evacuation will still be led by the person in charge of the event but at these times the evening/weekend Porter will take role of the Lead Fire Safety Officer (LFSO).

ACTION ON HEARING THE FIRE ALARM

On discovering a fire, immediately raise the alarm locally and operate the fire alarm by pressing the break glass in the nearest Call Point (red box).

The Alarm Signal:
The building has a single stage alarm system. In plant and music areas the alarm is a visual signal, which is a red strobe light. When fire alarm operates everyone must evacuate the building immediately in an orderly manner, without stopping to collect personal belongings.
Calling the Fire Service:
The building has an automatic device linked to the fire alarm detection system to alert the security office, who in turn will call the Fire Service. Despite this, any member of staff who sees a fire, however insignificant, should call security by dialing 888, and Security will call the Fire Service.

Assembly Areas:
On hearing the fire alarm or seeing the strobe light, staff in the building should make their way out by the safest route to the designated Assembly Point. The Assembly Point is:

![Victoria Park]

FSOs will ensure that people stay well back from the building. Students, lecturers and members of the public may wish to stay near the building in case the incident turns out to be a false alarm. However, they are uncontrolled persons and therefore cannot reasonably be accounted for, so they should be moved to a place of safety (the Assembly Point) or they may choose to move to another building or area well clear of the building.

Fighting the Fire:
In the event of a fire being discovered, the agreed fire procedure, viz raising the alarm and calling the Fire Service should always take priority. However, attempts may be made to fight the fire with the equipment provided, if:

- trained staff are available for the purpose
- it is deemed safe to do so
- such action would contain or extinguish the fire

If it is necessary to abandon firefighting, the staff should be instructed to withdraw, closing doors behind them.

6. Persons Requiring Assistance to Evacuate

If there are staff working in the building who would require assistance to evacuate, they should have a Personal Emergency Evacuation Plan (PEEP). An individual plan will be formulated by their manager, if required, in consultation with the Safety Services Office. This plan should be written down and reviewed regularly.

If anyone enters the building who would require assistance to evacuate, they will be provided with a copy of the visitors’ evacuation plan ('Personal Emergency Egress Plan – Visitors’) by staff or out-of-hours event leader within that area of the building. The passenger lifts will be used for the purposes of evacuation. In the rare event that it is not possible to use this lift, a person needing assistance will be evacuated via manual means.

Evacuation of people requiring assistance from the Tower is via the passenger lift. The passenger lift in the seminar block is also available for use of disabled and mobility impaired people when the fire alarm operates.

Departments in the Tower should take the following action to assist people requiring assistance in the event of fire or other emergency.

- On hearing the alarm the person should make their way or be escorted to the lift by a member of staff.
- On each floor adjacent to the lift there is a labelled evacuation call button located on the same panel as the direction indicator (LED). Pressing the button will indicate the location on the lift evacuation panel. The lift, with an operator, will be directed to the location for evacuation.
- There is no direct communication link with the Lead Fire Warden at the base of the tower but it is possible to contact them by telephoning 888 or 0116 252 2023 and relaying a message via Security.

PERSONAL INJURY OR ILLNESS

If someone is injured or taken ill, CALL FOR HELP if necessary. When help arrives send them to the nearest Qualified First Aider and call the Emergency Services if required.

If no help is available, try to give First Aid and if necessary, call for the Emergency Services at the earliest opportunity.
Most injuries can usually be dealt with by a First Aider but occasionally, more expert help is needed. If the patient is registered they can be taken to Victoria Park Health Centre, 203 Victoria Park Road, otherwise they can go to Accident and Emergency at Leicester Royal Infirmary (LRI).

Any personal injury should be reported to the DSO for an accident report to be filed.

**REPORTING OF ACCIDENTS, INCIDENTS OR NEAR MISSES**

All accidents resulting in personal injury must be reported to the DSO who will assist you in completing an [http://www2.le.ac.uk/offices/safety-services](http://www2.le.ac.uk/offices/safety-services)

All serious accidents or incidents and near misses, whether or not they result in injury, must also be reported to the DSO who will then contact the University Safety Office so that he/she can arrange, if necessary, for the HSE to be notified and for any other appropriate action to be taken.

University guidance on reporting accidents, incidents and near misses can be found at [https://swww2.le.ac.uk/offices/safety-services/documents/pdfs/accident-guidance.pdf](https://swww2.le.ac.uk/offices/safety-services/documents/pdfs/accident-guidance.pdf)

**SUSPICIOUS MAIL**

If, for any reason there is the slightest suspicion that a letter or package may be an explosive device, the University's Security staff or the Police should be called.

**DO NOT ATTEMPT TO OPEN THE ARTICLE OR HANDLE IT UNNECESSARILY**

The package should be left on a stable surface, i.e. on a table or the floor, and all persons kept away from the immediate area.

There are a number of indications, any one of which should alert you to the possibility that a letter or package is an explosive device.
1. Grease marks on the envelope or wrapping.
2. Odour of marzipan or almonds.
3. Visible wiring or tinfoil, especially if the article is damaged.
4. Excessively heavy for its size.
5. Weight is unevenly distributed.
7. Excessive wrapping of a package.
8. Poor handwriting, spelling or typing on the label.
9. Wrongly addressed or the package comes from an unexpected source.
10. Too many stamps for the weight of the package.
11. Posted outside of Great Britain.
12. Delivered by hand from an unknown source.

Where a sender's address is shown on the package or letter, try to verify its authenticity by contacting the sender.

Whenever a suspect letter or package has been isolated, try to make enquiries into its origin; the addressee may be expecting it.

Where packages or letters are received by hand, try to establish the identity of the person making the delivery, and the origin of the package.

**THE MOST IMPORTANT THING IN DEALING WITH SUSPICIOUS MAIL IS YOUR SAFETY AND THAT OF YOUR COLLEAGUES**
CHILDREN IN THE DEPARTMENT

The norm is that children are excluded from University sites. All members of staff are required to seek specific permission from their Head of Department before bringing a child to work.

Subject to this requirement the following will apply:

1. Children must only be brought into the University under supervision by a parent or guardian.
2. Staff are expected to make use of the various types of leave available under their conditions of service (holiday entitlement, parental leave, time off for dependents, and compassionate leave) to cover these eventualities. Bringing children to work should be the very last resort. In wholly exceptional circumstances, children are permitted to be in company of a parent at work with the permission of the Head of Department or his/her appointed deputy.
3. On an exceptional basis, children are permitted to be in the company of a parent who is a staff member visiting the workplace, subject to the permission of the staff member’s Head of Department or his/her appointed deputy. Under these circumstances the children should be brought only into rest areas and communal areas (e.g. staff rooms and tea rooms), rather than areas used for work.
4. When it is known that a child will be present then some basic precautions must be taken, for example ensuring that hazardous items such as kettles, scissors and letter knives are kept out of reach. Other staff working in the area must be made aware that a child is present so that they may take any appropriate extra precautions.

Supervision
When permission is given for children to be brought on site, it is on the understanding that the person who brought them on site will be responsible for the child at all times. Children must not be left unsupervised.

Unsafe or unacceptable behaviour
A child behaving in an unsafe manner may be excluded from University premises.

The final decision on whether behaviour is unacceptable or unsafe and should result in exclusion is at the discretion of the Head of Department, who is responsible for the implementation of University policy.

Accidents
Any accident or near-miss involving a child must be reported to the Safety Services Office using the University accident/incident report form.

If an accident results in a child being taken from a University site to hospital, Safety Services are legally required to submit a report to the Health and Safety Executive. Such an accident should therefore be reported to Safety Services immediately, by telephone or in person. All such accidents will be investigated.

For more information and guidance on children in the department read the University’s Supplementary Policy for the Safety of Children of Staff and Students on University Premises.

PREGNANCY

The protection of the health and safety of new and expectant mothers and their babies is to be achieved primarily by the employer assessing the risk to which such workers are exposed at work, and by eliminating or reducing such risks, or by removing the worker from exposure.

In order to protect your own health as well as the health of the child you are carrying or nursing, you should request your medical or midwifery adviser to notify your employer in writing as soon as the fact of pregnancy is established. When this notification is received a risk assessment of your work will be carried out by the DSO and recommendations as to what actions are to be taken will be given. We are not obliged by the regulations to do this assessment if notification in writing is not received; it is therefore in your own best interest to give such a notification.

SMOKING
As of 1st July 2007 it is illegal to smoke in any public buildings, this includes all work places. University policy also does not allow the use of electronic cigarettes within its premises.

The University smoke free policy can be found at http://www2.le.ac.uk/offices/registrarsoffice/notices/smoke-free.

FILING CABINETS
Although it is very convenient to load a filing cabinet from the top drawer down, it is not a safe practice. Top-heavy filing cabinets tend to topple forwards.

Opening more than one drawer at a time makes the cabinet unstable. Never leave a drawer open, even for ‘just a moment’; someone is bound to walk into it.

SHELVING
When placing equipment or other items onto shelves, the Manual Handling guidelines should always be borne in mind. Always place heavier items on the lower shelves, lightest on the top.

Do not overload the shelving; things can easily be knocked off cluttered shelves.

Ensure that the shelves are firmly fixed to the wall brackets and not just laid on top. If the shelves are free standing they must be fastened to the wall with screws to prevent overturning.

Use steps to reach high shelving - NOT stools or chairs (swivel chairs being particularly dangerous). If you are unable to lift a load to or from of a shelf easily - ASK FOR HELP.

Beware of over-reaching when moving items on shelves, if you over-reach and fall; the load is likely to fall on top of you.

WORKING OUT OF HOURS
The College does not normally encourage staff to work outside normal hours; however, staff are advised to be aware of the hazards that can arise from a lack of building security i.e. intruders.

Very great care should be taken by those people working alone outside of normal working hours. These people should maintain contact with any other workers on the same floor so that assistance can be given in case of emergency.

University working hours are defined as:

<table>
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<tr>
<th>Weekdays</th>
<th>Term time</th>
<th>Vacation time</th>
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<tr>
<td>Weekends</td>
<td>08.00 to 18.00 hours</td>
<td>08.00 to 18.00 hours</td>
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The security of the building must be maintained while working out of hours. Strangers must not be allowed to follow anyone into the building and if strangers are encountered, especially outside of normal working hours, an attempt should be made to identify them. Bear in mind that your own safety is most important and if in any doubt, Security or the Porters should be contacted by using the following telephone number:

2023: Security control. This number should be manned at all times outside of normal working hours. For more information refer to the University Lone Working Policy.
USE OF DISPLAY SCREEN EQUIPMENT (DSE)

The term "Display Screen Equipment" (DSE) means any alphanumeric or graphic display screen. These include computer screens, VDU, Computer controlled equipment, Microfiche viewers.

DSE Regulations
The Health and Safety (Display Screen Equipment) Regulations 1992 covers the assessment and safe use of DSE, and sets out the minimum requirements for DSE workstations.

DSE Users
A DSE "user" is one who uses DSE as a significant part of his or her work. To be classified as a DSE User, most or all of the following must apply:

- The work cannot be done effectively or at all without DSE.
- The use of DSE is an integral part of the work.
- The work involving use of DSE requires particular skills or significant training.
- The employee uses DSE for more than 1 hour at a time, more or less on a daily basis.
- The task demands fast and accurate transfer of information between employee and the screen.
- Attention and concentration demands are high, such as where there might be critical consequences or error.

DSE Workstations
Employers must carry out a risk assessment of all DSE workstations. Any risks identified by the assessment must be reduced to a minimum as far as is reasonably practicable. The assessment should be recorded and reviewed whenever the assessment is no longer valid or the circumstances have changed.

Risk Assessment
All staff classed as DSE Users should receive a DSE risk assessment on commencement of employment. Risk assessments should be reviewed whenever the assessment is no longer valid or circumstances have changed.

Eyesight
Medical evidence shows that using DSE is not associated with damage to eyes or eyesight; nor does it make existing defects worse. Some users may however, experience temporary visual fatigue. This may be caused by:

- Staying in the same position and concentrating for long periods,
- Poor positioning of DSE,
- Poor legibility of the screen or source documents,
- Poor lighting, glare or reflections on the screen,
- Unstable or flickering images on the screen.

Use of DSE does not cause eye damage but it may make users with pre-existing visual defects more aware of them and so make work with a display screen more tiring and stressful than normal.

Where an employee has been classified as a DSE user, they are entitled to free DSE eye test in order to ensure that the employee concerned has no visual disability which would impair ability to continue with DSE work; this is not a full eye test. Should the eye test indicate the need for corrective spectacles to enable the employee to continue to be a DSE user, a basic pair will be provided free of charge. Such spectacles must be prescribed to correct visual defects at the distance used specifically for DSE work. Your DSE Assessor can provide more information on how to apply for a DSE eye test. DSE eye tests can only be carried out by the University's nominated optician, Farmilo's.

For more information refer to University DSE Guidance and Policy.
**ELECTRICAL SAFETY**

The majority of electrical accidents involve equipment that has become defective due to insulation failure, inadequate earthing, incorrect fusing (fuse rating too high) or faulty wiring. These pose a threat to personal safety causing burns, electric shock, fires, and even explosions.

In accordance with the University Code of Practice, it is Departmental policy that all electrical equipment and appliances must be tested for electrical safety at predetermined intervals.

All new equipment that comes into the department must be tested for electrical safety; the DSO will arrange for this to be done.

**Electrical Equipment Test Frequencies**

**1 Year**
- All equipment that involves heating e.g. space heaters, kettles.

**3 Years**
- All other electrical equipment.

**Other test frequencies**
- All equipment must be tested if it is brought back into service after being in store for more than 3 years or is over its required test period.
- All equipment must be tested after it has been repaired.

Faulty equipment should be reported to the DSO so that repairs can be arranged. This is not always a matter of safety but nearly always avoids inconvenience.

For more information refer to the University [policy and guidance on electrical safety](#).

**MANUAL HANDLING AND LIFTING**

Over a third of all accidents arise from manual handling - the transporting or supporting of loads by hand or by bodily force. Most of these accidents cause back injury, though hands, arms and feet are also vulnerable. Many manual handling injuries build up over a period rather than being caused by a single handling incident.

Before making any attempt to lift, support or move a heavy or bulky instrument or box, you should first make an assessment of the risk involved.

**Ways of reducing the risk of injury**

There is no such thing as a completely ‘safe’ manual handling operation. Working within the following guidelines should reduce the risk of injury due to manual handling:

1. **Stop and think** - Plan the lift. Where is the load to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded packing materials. For a long lift such as from floor level to shoulder height, consider resting the load on a table or bench in order to rest or change your grip.
2. **Position your feet** - Feet apart giving a balanced and stable base for lifting. (Tight skirts and unsuitable footwear makes this difficult. The leading leg should be as far forward as is comfortable.
3. **Adopt a good posture** - When lifting from a low level, bend the knees but do not kneel or over flex the knees. Keep the back straight (tucking the chin in helps). Lean forward a little over the load if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips. If possible, avoid twisting as you lift.
4. **Get a good grip** - Try to keep the arms within the boundary formed by the legs. The best position or grip depends on the circumstances and individual preference; but it must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.
5. **Keep close to the load** - Keep the load close to the trunk for as long as possible and the heaviest part of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift.
6. **Don’t jerk** - Lift smoothly, keeping control of the load

7. **Move the feet** - Don’t twist the trunk when turning to one side or changing direction, keep the shoulders and the hips facing in the same direction

8. **Put down, then adjust** - If precise positioning is required, put the load down first then slide it into the desired position

The illustration below gives rough guideline weights for lifting and lowering.

```
If you cannot manage on your own GET HELP
```

For more information refer to the University [policy and guidance on manual handling](#). The University [Staff Development team](#) run manual handling courses, all staff involved in manual handling should attend this course.
Appendix 1: Attenborough Tower Emergency Plans

1. Making Emergency Calls

The following telephone numbers should be used to make emergency calls:

- University emergency number: 888 (24 hour)
- External emergency number: 9-999
- Security office: 2012 (weekdays)
- Security control room: 2023 (24 hour)

Making 888 and 9-999 calls

The 888 number is a 24 hour service manned by trained University Security staff and calls should normally be answered immediately. However, should there be no response, call 9-999.

You will need to give the following information:

- your telephone number (if you dialed 9-999)
- exact location of the incident: please specify e.g. Attenborough Tower, Leicester University
- the type and seriousness of the incident
- the number, sex, and approximate age of the casualties and anything known about their condition e.g. man, late 40s, suspected heart attack
- details of any hazard e.g. hazardous substances

If you call 9-999 and there are casualties, always ask for the ambulance service in the first instance, as each control centre can, if necessary pass on a message to other services. Be prepared to give the same information as above and DO NOT put the phone down until the control officer clears the line.

2. Fire/Other Emergency Evacuation

Fire Warden Functions:

Lead Fire Warden (LFW)

The LFW has overall control of the evacuation. The LFW will be the first FW to to arrive at the fire alarm and lift panel (unlocked and assisted by the porter).

Duties of the LFW during an incident

- From the information on the panel, identify the location where the alarm has operated, ensure Security are called by dialling 888 (252 2023) (even though the alarm system has an automatic device for calling them) however small the incident, and inform them of the incident and its location, so that they can provide accurate information to the Fire Service.
- Activate the Lift
- Receive reports from FW sweeping their designated floors.
- Send FW to exits to prevent people coming into the building.
- Ensure that the telephone is staffed and dispatch the lift accordingly.
- Communicate to the Emergency Services upon their arrival information about the affected area, the number of persons requiring assistance to evacuate and their last known location.
- Assist the Fire Service if requested with further information about the building, any necessary keys or other relevant help.
- When all staff and users have been evacuated, decide in consultation with the Lead Fire Warden if attempts should be made to save the contents of the building, following the procedures set out in the Disaster Recovery Plan.
- Reset the fire alarm panel
FW are required to:

- Assist in the orderly evacuation of persons from their designated area to an exit or place of safety.
- Assist with crowd safety and crowd control at Assembly Areas/Assembly Point.
- Prevent re-entry until the “all clear” is given.
- Assist in the safe re-entry into the building

On hearing the fire alarm FW, providing they are not at personal risk, will:

- Put on a yellow tabard.
- Go to their area and ascertain if it is clear or otherwise. If it is safe to do so, proceed as below. If not, report back immediately to the LFW via 888 (Security).
- Walk through their designated area ensuring that staff and users are responding and moving towards the nearest exits. Direct people to the escape routes.
- Check toilets and rooms to ensure everyone has responded to the evacuation signal, and close but do not lock the doors.
- Not argue with persons who do not respond or who delay their departure but note their name if possible and report them later to the LFW.
- Wait at the final exit from their area until everyone has left, and close the door.
- Report to the LFW at the fire alarm panel on the ground floor to say whether their area is clear or whether there are people who cannot or will not co-operate with the evacuation signal.
- Assist the LFW with other tasks as directed.

3. Evacuation Procedure and Drills

Action on Discovering a Fire:

On discovering a fire, immediately raise the alarm locally and operate the fire alarm by pressing the break glass in the nearest Call Point (red box).

The Alarm Signal:

The current Fire Alarm system has a Smoke/Heat detector in each room of the building, which will automatically set off the alarm. If this does not happen, raise the alarm by activating one of the Fire Alarm call points, which are located on each floor at the entrances and exits of the corridors. To operate the alarm it is only necessary to break the glass, the rest is automatic.

Calling the Fire Service:

During working hours report a fire immediately to the BSO and/or FSO, they will check to see if there is actually a fire before calling the Fire Service. In the absence of both the BSO and FSO call the internal emergency number (888) immediately. Out of working hours security will automatically call the fire service.

Assembly Areas:

On hearing the fire alarm staff in the building should make their way out by the safest route to the designated Assembly Point. The Assembly Point is:

VICTORIA PARK

FSOs will ensure that people stay well back from the building. Students, lecturers and members of the public may wish to stay near the building in case the incident turns out to be a false alarm. However, they are uncontrolled persons and therefore cannot reasonably be accounted for, so they should be moved to a place of safety (the Assembly Point) or they may choose to move to another building or area well clear of the building.
Fighting the Fire:
In the event of a fire being discovered, the agreed fire procedure, viz raising the alarm and calling the Fire Service should always take priority. However, attempts may be made to fight the fire with the equipment provided, if:

- trained staff are available for the purpose
- it is deemed safe to do so
- such action would contain or extinguish the fire

If it is necessary to abandon fire fighting, the staff should be instructed to withdraw, closing doors behind them.

Departments in the Tower should take the following action to assist people requiring assistance in the event of fire or other emergency:

- On hearing the alarm the person should make their way or be escorted to the lift by a member of staff.
- On each floor adjacent to the lift there is a labelled evacuation call button located on the same panel as the direction indicator (LED). Pressing the button will indicate the location on the lift evacuation panel. The lift, with an operator, will be directed to the location for evacuation.
- There is no direct communication link with the LFW at the base of the tower but it is possible to contact them by telephoning 888 or 0116 252 2023 and relaying a message via Security.

4. Power Cuts
Should the power fail the swipe card system has a battery backup that last several hours so the building can remain secure.

The fire alarm system will work for at least 24 hours if both electrical power systems fail, after which time the decision should be taken as to whether to keep the building open.

Lifts
Anyone trapped in the lift can call 888 from the lift to alert Estates & Buildings to release them.

5. Bomb Warnings
In the event of receiving a bomb warning, by telephone or otherwise, keep calm, and follow these instructions:

1. Try to find out where the bomb is.
2. Inform the Duty Officer
3. Break the fire alarm to evacuate the building.

Dial 888 and ask the operator to call the emergency services or 9-999 if there is no reply. The operators are trained to deal with this emergency.

6. Accidents/ First Aid
In case of accidents, contact one of the following members of staff, who are trained in first aid.

<table>
<thead>
<tr>
<th>Name</th>
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<th>Ext</th>
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<tr>
<td>Ruth Daly, College Office</td>
<td>11th floor, Room 1116</td>
<td>1984</td>
</tr>
<tr>
<td>Kathy Baddiley-Davidson</td>
<td>11th floor, Room 1113</td>
<td>2679</td>
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<tr>
<td>Emergency Services:</td>
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<td></td>
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Should it prove necessary to use the 9-999 system, please ensure that switchboard is informed of your action as soon as possible?

**First Aid Kits in the Attenborough Tower are located at:**

**Department of Sociology**
Attenborough Tower, 3rd Floor - Att 310 - and Att 311.

**Department of Politics and International Relations**
Attenborough Tower – 10th floor – Room 1001.

**College of Social Sciences, Arts and Humanities College Office**
Attenborough Tower - 11th floor - Room 1113.

The nearest defibrillator is located in the Danielle Brown Sports Centre

**First Aid Priorities**

1. Make sure the area is safe before approaching the casualty, as the conditions that caused the accident may still be present.
2. Clear a blocked airway by removing obstructions from the mouth. If patient is not breathing, apply mouth to mouth resuscitation.
3. If the patient is bleeding, use gloves provided in First Aid Boxes.
4. Provided that you are confident that there is no foreign body, e.g. glass in the wound; get the patient him/herself to apply firm pressure with the fingers to the bleeding part: use bandage or any clean substitute.
5. If the patient is unconscious, place him/her in the recovery position.
6. If the patient has fallen, do not move in case bones are broken. Reassure the patient that help is coming. Keep them warm by covering lightly with clothing. Do not give anything by mouth.
7. If the injury is serious/beyond the scope of first aid call an ambulance immediately. Inform switchboard (0) so they can direct the emergency services if necessary.

For all accidents, however minor, a University Accident Report Form should be completed and forwarded to Safety Services. A copy must be given to the admin office for filing. Forms are available from the Safety Services website [http://www.le.ac.uk/safety/forms/index.html](http://www.le.ac.uk/safety/forms/index.html).

It may happen that a first aider will not be immediately available, in which case call security on 2023/888, as they have staff trained in first aid. Note that they may not have any staff locally to respond immediately, so in an emergency do not hesitate to call 999. If an ambulance is called, let Security know.
Appendix 2: General Fire Safety

1. Means of Escape

It is important that all doors be kept clear of obstruction, and easily openable without the need for keys.

All corridors or passages affording access to a stairway or final exit must be maintained clear of obstruction at all times. Any fire resisting doors along these routes must not be wedged or held permanently open. They are there to prevent the spread of fire and smoke and protect the escape route.

Stairways and their enclosures usually form part of a protected route from the upper floors of a building. The route must be kept clear and free from obstructions, and fire resisting doors in, or affording access to the stairway or enclosure, must not be wedged or permanently held open.

The safe escape from buildings relies on the structural protection provided being properly maintained. Fire resisting doors illegally wedged or held permanently open will allow a fire to race through the building putting lives risk. Plans of each floor of the Attenborough Tower are attached to this Handbook (Appendix 5).

2. Escape Routes and Exits

All escape routes and exits from buildings are clearly indicated by signs, it is important that building users are familiar with their location. Escape routes should be walked by staff immediately after commencing employment, and in the case of students, at the commencement of each course.

3. Alterations

No alterations of any description to be made within The Attenborough Tower without first consulting Estates and Buildings Office as they may affect means of escape in case of fire.

4. Housekeeping and the Prevention of Fire

Good housekeeping and sensible fire precautions will reduce the possibility of a fire occurring. Common causes of fire include:

1. faulty electrical wiring, plugs and sockets which are overloaded or inadequately protected by the correct fuse or circuit breaker;
2. electrical equipment left switched on when not in use (unless designed to be permanently connected);
3. smoking and the careless disposal of smoking materials;
4. accumulations of rubbish, paper or other materials that are easily ignitable;
5. combustible materials left too close to sources of heat;
6. obstruction to the ventilation of heaters, machinery or office equipment;

Note: Unoccupied areas such as roof spaces or basements, store rooms and cupboards (especially those situated under stairways or in areas where a fire could grow unnoticed) should be regularly inspected and cleared of non-essential combustible materials.

5. Fire Fighting General

1. With all types of firefighting appliances, it is essential that you know how to operate them. Remember when using a fire extinguisher a fire should only be tackled in its early stages. If there is the slightest doubt concerning the fire, its intensity, location and type of extinguisher to be used - close the door on the fire and get out of the building. Leave it to the Fire Service.
2. Once a fire extinguisher has been used, or its seal broken, it must be refilled or replaced.

If further information or training on the use of firefighting equipment is required contact the Fire Safety Officer at the Safety Services Office (Ext. 2651).

Important - Firefighting must never be allowed to delay the evacuation of a building!

6. Fire / Emergency Plan

The purpose of having a clearly defined fire / emergency plan is to ensure that all building users know precisely what action to take in the event of a fire or other emergency. The plan takes the form of clear written instructions and identifies the duties of particular members of staff. For the plan to be effective it is essential that all building users are instructed in the following procedures, including taking part in fire drills.
The plan should be based on the following sequence:

1. **Raising the alarm.**
   The very first action on discovering a fire should be to warn others so that there is no delay in evacuating the building. It is important that building users are made aware of the location of the fire alarm call points and how they operate.

2. **Calling the Fire Service.**
   It is vital that the fire brigade are called immediately to every outbreak of fire, however small it may be. The fire service must be called as soon as the fire alarm is sounded.

3. **Evacuation of the Building.**
   A calm orderly evacuation can only be achieved if people know what the fire alarm sounds like, what to do when they hear the fire alarm, and have practiced procedures by holding regular drills. It is a fact that on hearing a fire alarm, people will attempt to leave a building by the route or exit with which they are most familiar. If a fire blocks that route or exit, confusion and panic will often result. Constant practice is the best way of familiarizing people with correct procedure.

4. **Evacuation of persons with disabilities.**
   The plan should take into account and identify the needs of persons with disabilities working in, or visiting buildings.

5. **Attacking the fire.**
   Fire fighting by employees should only be attempted if it is safe to do so. Remember: - If in doubt; get out, call the fire brigade out, and stay out!!

6. **Assembly and Roll Call.**
   Assembly points to which people proceed on evacuation should be established well away from the building. If possible, a roll-call should be carried out to establish that everyone has vacated the building safely. Where this is not practicable, work groups should check that colleagues are present or accounted for. On no account should anyone re-enter the building until they are instructed that it is safe to do so.
Appendix 3: Safety Documents Available On the Web

Safety Services Web Site

http://www2.le.ac.uk/offices/safety-services

- Children of Staff and Students – Safety on University Premises
- Display Screen Equipment
- DSE Eye test – How to Apply
- Electrical Safety
- Fire Safety
- Health and Safety Training Policy
- Health and Safety Policy and Organisation and Arrangements
- Manual Handling and Lifting
- New and Expectant Mothers at Work
- Non – Smoking Policy
- Students’ Safety
- Temperatures in the Workplace - Guidance

All the above documents are available in pdf format; videos are also available to view at http://www2.le.ac.uk/offices/safety-services, a University of Leicester login is required.

Health and Safety Executive (HSE)

The HSE is the national independent watchdog for work-related health, safety and illness. The HSE is an independent regulator and acts in the public interest to reduce work-related death and serious injury across Great Britain’s workplaces.

- Guidance on various health and safety topics can be found at http://www.hse.gov.uk/guidance/index.htm; many HSE guidance booklets can be downloaded for free.
- Further resources, also available for free download, can be found at http://www.hse.gov.uk/resources/index.htm
Appendix 4: Health & Safety Information

Employers have a responsibility to ensure staff have sufficient information regarding employers and employees’ right and responsibilities in relation to health and safety at work.

Below is an outline of those rights and responsibilities (taken from the HSE), further information is given on the health and safety noticeboard on the 3rd floor.

Health and Safety Law

What you need to know
All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you
1. Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
2. In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
3. Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
4. Free of charge; give you the health and safety training you need to do your job.
5. Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
6. Provide toilets, washing facilities and drinking water.
7. Provide adequate first-aid facilities.
8. Report major injuries and fatalities at work to our Incident Contact Centre: 0845 300 9923. Report other injuries, diseases and dangerous incidents online at www.hse.gov.uk.
9. Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
10. Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone’s health and safety is protected.

What you must do
1. Follow the training you have received when using any work items your employer has given you.
2. Take reasonable care of your own and other people’s health and safety.
3. Co-operate with your employer on health and safety.
4. Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone’s health and safety at serious risk.

If there’s a problem
1. If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
2. You can also look at our website for general information about health and safety at work.
3. If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE’s website: www.hse.gov.uk.

Fire safety
You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

Employment rights
Find out more about your employment rights at: www.direct.gov.uk.
Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

Published by the Health and Safety Executive 09/12
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