

**GENERAL REGULATIONS
Appendix 8 : Health and Safety Regulations**

Name of regulation :	Health and Safety Regulations
Purpose of regulation :	To outline the University's Health and Safety Policy and Procedures
Approval for this regulation given by :	Academic Board
Responsibility for its update :	Dean of Students and Academic Registrar
Regulation applies to :	To all students registered on Staffordshire University awards, staff and visitors
Date of Approval :	29 June 2011
Proposed Date of Review :	May 2012

Health and Safety Regulations

The University's Health and Safety Policy Document and other related Regulations and Guidance issued by Faculties/Services can be obtained from Tutors or Health and Safety Advisors and are supplementary to the information given below.

University Health and Safety Policy

It is the policy of the University to take all necessary steps to ensure the health and safety of its students, employees and visitors. Students have a responsibility to and must comply with the University's Policy on health and safety, as approved by the Board of Governors in June 2010. All the provisions made within the policy are made under the Health and Safety at Work Act 1974 and related Statutory Instruments. This has the effect of giving the force of law to a duty to co-operate with the University on all health and safety matters. In particular students are personally responsible for:

- Co-operating with the University in complying with statutory obligations and Faculty/School/Service rules, systems and procedures.
- Using equipment provided in the interests of health and safety in a manner for which purpose it was intended.
- Reporting defects in plant and equipment through Faculty/School/Service channels.
- Conducting themselves in a manner conducive to their own safety and the safety of others.
- Not intentionally interfering with or misusing anything provided by the University to protect people e.g. misuse of fire extinguishers.
- Not wilfully or negligently endangering the health and safety of persons using University buildings and student residential accommodation buildings.

Organisation For Safety

The consultative side of the University's organisation for health and safety works through the Health and Safety Committee. The Students' Union, Trades Union, Academic, Technical and Administrative staff are all represented on this Committee and students wishing to make representation should do so through Students' Union Officers or their subject Tutors. Responsibility for the management and control of health and safety within Faculties is exercised through the appropriate Faculty/School Deans with specialist advice and support provided by the Faculty/School Health and Safety Advisors and or University Health and Safety Officer.

Faculty/School Codes Of Practice/Guidance

The subject fields of Art and Design, Engineering and Advanced Technology and Sciences conduct a wide range of potentially hazardous activity and in consequence have developed specific codes of practice and guidance that detail the arrangements for safe working in laboratory and workshop areas. Students must familiarise themselves with these Faculty/School codes and act upon all the procedures contained within them. **Compliance with these codes or any other health and safety instructions issued from time to time is mandatory.**

Accidents

All accidents which occur on University premises or grounds must be reported and this includes any accidents to visitors. The Accident Report Form to be used is available at the Health Centres on both the Stoke and Stafford campuses or at Faculty/School Offices. These forms have a dual purpose of enabling the University to monitor safety and also provide a written record of the circumstances of an accident for use in the event of further investigation.

It is in the student's own interest to report all accidents promptly and properly however minor the injury appears to be.

First Aid

In addition to the Health Centres there are numerous first aid boxes in all buildings. Each box contains a list of certificated first-aiders (or a list is displayed adjacent to the box) who may be contacted in need. Do not hesitate to summon a first aider and if in doubt dial 9-999 or *44 from an internal telephone and ask for an ambulance. Alternatively, dial 999 from any public telephone.

First aid boxes or the supplies contained within them must **NOT** be removed for purposes other than the rendering of first aid.

Fires

Fires can range in seriousness from relatively minor events such as a cigarette discarded in a waste bin to major conflagrations. Nevertheless even major fires start small and these may be attacked using fire extinguishers if it is clear that it is safe to do so and that there is **no personal risk**. However, no regulation or advice requires building users to display heroics. Remember the golden rule '**if in doubt get out**'.

Fire Alarm - Evacuation

Familiarise yourself with building fire instruction notices. Know what to do in an emergency since it will be too late to do so at the time of a real emergency. Take the following action promptly if you either **hear** the fire alarm or **discover** a fire. **On hearing the fire alarm you must:**

- Leave the building by the nearest safe exit.
- Close doors and windows behind you if there is no immediate danger.
- Assemble in either a designated assembly area or at some distance from the building so as not to impede rescue services or put yourself at risk from shattered building glass.
- Do not use lifts.
- Do not attempt to return until authorised to do so.

On discovering a fire you must:

- Sound the fire alarm.
- Dial 9-999 or *44 from any internal telephone or 999 from any public telephone to give details of fire.
- Leave the building by the nearest safe exit.
- Close doors and windows behind you if there is no immediate danger.
- Assemble in a designated assembly area, or at some distance from the building so as not to impede rescue services or put yourself at risk from shattered building glass.

- Do not use lifts.
- Do not attempt to return until authorised to do so.

Fire Marshals are acting with the authority of the Vice Chancellor and their instructions during either a practice drill or real emergency must be complied with.

Disabled Evacuation Arrangements

- Disabled people requiring help should be assisted to a place of safety outside the building and this includes Wheelchair users from ground floor locations.
- Wheelchair users, in other than ground floor locations, should in the first instance, be assisted or directed to a refuge area/point.
- One or more helpers should remain with the wheelchair user. Another helper should alert the security lodge (*44) and the attendant emergency services of their whereabouts in case an assisted emergency evacuation becomes necessary.

A refuge point will usually be a protected lobby or stairway area. Alcoves in fire protected and enclosed corridor areas are also acceptable provided that egress routes are not obstructed.

University Roadways and Car Parking

Drivers must take particular care and observe campus speed restrictions and one-way systems and to be particularly vigilant for the presence of pedestrians.* Parking is not permitted on double yellow lines, yellow hatched areas, accessible parking bays (which are reserved for valid blue badge holders – see below) or in front of building exit/entrance doors, since this may impede swift access by emergency vehicles and/or hinder an emergency evacuation by building users. A clamping scheme is in operation.

Disabled drivers who have a valid blue badge car park in the accessible bays available on all University Campuses. Accessible parking is well signed and is in close proximity to all of the University's main buildings. If you have specific needs in addition to the provision of an accessible bay, please contact the appropriate campus security lodge on 01782 294837(Stoke) or 01785 353388 (Stafford), and we will do all we can to assist.

*Parking is only permitted in designated car parks.

Practical Activities

Detailed safety advice for specialised areas will be provided by the Faculty/School concerned, however, the following general points apply:

- Work in specialised areas is always carried out via the control and consent of the staff of the Faculty/School concerned. Students will not have automatic access to any specialised facility or equipment unless previously authorised. In some instances authorisation will only be granted following training and demonstration of an appropriate level of competency.
- Students are required to comply with arrangements for supervision made within Faculties.
- Students must at all times comply with the hazard rating of machines as identified by:
 - H1 Demonstrations only – forbidden to all students
 - H2 Requires line of sight supervision
 - H3 General supervision
 - H4 Unsupervised use permitted
- Students are forbidden to carry out any modifications to the supply side of any electrical wiring, or carry out any maintenance or modification to electrical equipment (unless this forms a part of an identifiable period of instruction, eg electrical engineering awards). Any faults or suspected hazards must be reported to staff.
- Students are forbidden to modify or otherwise interfere with electrical control devices such as safety interlocks or kiln firing cycle controllers. The University will regard any such interference as a very serious disciplinary matter.
- Machines for which guards are provided must only be used with the guards in place.
- Loose clothing, long hair and some jewellery present a hazard in conjunction with the use of certain machinery (eg lathes). Students must therefore comply with advice from staff on these matters.
- Chemicals may only be used in laboratories or in controlled studio/workshop environments.
- The use of personal protective equipment is covered by statutory instrument 'Personal Protective Equipment at Work Regulations 1992'. In particular, eye, ear and other protective equipment such as the use of face shields whilst welding must be worn where there is a sign to that effect. Failure to do so means that you will be at risk of injury and also be breaking the law.

Personal Safety And Security

University buildings are accessible by members of the public and inevitably this gives rise to concerns regarding personal safety and security. However, building users can contribute to their own personal safety and security by adopting a few simple precautions:

- Report unwelcome visitors/intruders to security staff (key *44).
- Inform security staff *44 if you have had permission to work at times when the building would not normally be occupied.
- When outside, keep to well-lit areas.
- Don't leave personal effects on display, e.g., handbags, wallets, jewellery, etc.

Staffordshire University's commitment to equality and diversity means that this policy has been screened in relation to the use of gender-neutral language, jargon-free plain English, recognition of the needs of disabled people, promotion of the positive duty in relation to race and disability and avoidance of stereotypes. This document is available in alternative formats on request. If you think we can improve the fairness of this policy, please contact the individual who has responsibility for its update.