

# **University Of Ulster**

## **FACULTY OF ARTS**

### **Incorporating**

**School of Creative Arts and Technologies**

**School of English and History**

**School of Irish Language and Literature**

**School of Modern Languages**

**School of Media, Film & Journalism**

**Irish & Celtic Studies Research Institute**

**Centre for Media Research**

**Arts and Humanities Research Institute**

## **Health and Safety Manual**

## Updated & Current Academic Year 2013/14

### CONTENTS

SECTION	PAGE
Contents Index	2
Emergency Telephone Numbers	3
Fire and Emergency Procedures	4
Reporting of Accidents	4
Hazard Spotting	4
Location of First Aid Boxes and First Aiders	5
Health and Safety - An Overview	6
University Smoking Policy	6
Safe Working Practice	6
Occupational Health Services	6
Students and Insurance	6
Emergency Egress for People with Disabilities	7
Fire Safety	7
Electrical Shock	7
General Safety Requirements.	8
General Faculty Safety Code	8
Student Information	9
Students Working Unsupervised	9
Staff Information	9
Technical Staff Information	10
Information for Visitors	10
Management and Control of Contractors	10
School of Creative Arts Workshop	11
Language Laboratories and Mediatheques	11
Computer Laboratories	11
Television Studio	12
Field Work in Media Studies	12
Sound Studio	13
Theatre Studies Studio	13
Music Studio	14
Administration	14
Working With Visual Display Units	14
Field Trips, Study Tours and Industrial Visits	14
Students studying abroad	15
Control of Substances Hazardous to Health - COSHH	16
Electrical Regulations	17
Electrical Safety	18
Manual Handling	19
Guidance of the safe use of Tallecopes (Drama & Theatre)	20
Working at height guidance	21
Appendix A. Accident Report Form (AR1 Form)	21

## Emergency Telephone Numbers

**All campuses 22222**

**External - Fire Police Ambulance (9) 999**

### Useful Telephone Numbers

Dean of Faculty of Arts	Prof. J. Jędrzejewski	24517
Head of Faculty Administration	Mr. G. Kendall	23167
Head of School Creative Arts and Technologies	Prof G.P. Moore	75132
Head of School Modern Languages	Dr. D. Barr	24636
Head of School English and History	Prof. J. Gillespie	24553
Head of School Irish Language and Literature	Dr M. O Neill	75277
Head of School Media, Film & Journalism	Dr C. Murphy	23130
Arts & Humanities Research Institute	Prof F Lyons	75138
Research Graduate School	Dr L Fitzpatrick	24581
Centre for Media Research	Prof M Messenger-Davies	24372
Irish & Celtic Studies Research Institute	Prof Bertie O'Corrain	75305
Campus Health and Safety Co-Ordinators:		
Belfast	Noilin Nic Bhloscaidh	67218
Coleraine	Mr Keith Beckett	24328
Magee	Mr W. Scampton	75237

#### BELFAST CAMPUS

University Security	Ext 67251 (24hrs)
Student Health Service	Ext 66138
Skegoneill Health Centre	028 90772471 / 028 90774725
Royal Victoria Hospital	028 90240503 (All Royal Hospitals)
Faculty Contact at Belfast Campus	Ext 67482

#### COLERAINE CAMPUS

University Security	Ext 24480 (24 hrs )
Student Health Service	Ext 24382
Mountsandel Surgery	028 70342650
Dalriada Area Doctor on Call (After hours & Public Holidays)	028 25663500
Causeway Coast Hospital A&E	028 70346086

#### JORDANSTOWN CAMPUS

University Security	Ext 66971 (24 hrs )
Student Health Service	Ext 66138/66139
Whiteabbey Hospital	028 94424548

#### MAGEE CAMPUS

University Security	Ext 75262 (24 hrs )
Nurse	Ext 75317
Clarendon Medical Service	028 71265391
Quayside Medical Practice	028 71262790
Altnagelvin Hospital	028 71345171

#### HEALTH AND SAFETY SERVICES

Mr. G. Gillan, Head of Health & Safety Services	Ext 24093
---	-----------

## Fire and Emergency Procedures

Notices and signage showing the Fire and Emergency procedures and the locations of Emergency Exits are displayed throughout the University. Please make yourself familiar with the locations of the emergency exit doors. The signal for the evacuation of the building is a **CONTINUOUS ALARM SOUND**. On hearing this signal you should follow the evacuation procedure.

Leave the building at a rapid walking pace by the nearest available exit. You should push open the normally locked emergency exit doors.

Do not stop to collect personal belongings.

Do not use lifts.

Assemble outside at one of the designated Assembly Points.

Do not re-enter the building until you are told that it is safe to do so by the security staff.

FIRE DRILLS are held annually on all campuses. These are carried out for your safety and your co-operation is essential. When the continuous alarm is heard you must immediately follow the evacuation procedure. The fire alarm is sounded each Wednesday at 1.00 p.m. for testing purposes.

## Reporting of Accidents

Anyone involved in an accident within the University or on University business should report this immediately to a member of staff, the Faculty of Arts Health and Safety Co-Ordinators on that Campus or other authorised person involved in the activity. You should complete an Accident Report Form (AR1 Form) as soon as possible and pass it to your Course Director, Supervisor, Line Manager or the Campus Health and Safety Co-Ordinator at that Campus. The form will then be forwarded to Health & Safety Services. Copies of the form are available from Faculty and School Offices. (See Appendix A) or can be downloaded from UU Health and Safety Services at the following link <http://www.ulster.ac.uk/hr/healthandsafety/forms.html>

## Hazard Spotting

If you notice anything which you think could give rise to a risk or injury or cause ill health, for example, faulty electrical wiring and equipment, broken glass, absence of safety equipment, spilt chemicals, please report this to a member of staff or the Faculty of Arts Health and Safety Co-Ordinator at that Campus. You may also wish to introduce health & safety matters as agenda items for Student/Staff Consultative Committees or bring the matter to the attention of Faculty of Arts Health and Safety Co-Ordinator at that Campus who will then raise it on your behalf.

## Location of First Aid Boxes / First Aiders

### BELFAST CAMPUS - FIRST AID BOXES

**First Aid boxes are located in all workshops and libraries. Portable First Aid Kits are held in the Student Services Centre and at main entrance reception desk.**

<b>FIRST AIDERS</b>			
BLOCK	NAME	ROOM	EX
82	Ms. L. Cunningham	82DO7	67438
82	Dr. A. Herron	82D10	67214
82	Ms. W. Kirkpatrick	82F04	67226
81	Ms. M. Morrow	81C15	67419
81	Ms. C. Brown	81D28	67281
82	Mr. D. Logan	82C35	67235
82	Dr. N. Rooney	82C34	66367
82	Mrs. E Smyth	82C31	67268

### COLERAINE CAMPUS - FIRST AID BOXES

ROOM	DEPARTMENT	EXT
C100	Arts Faculty Office	24391
B032	Special Projects Office	24111

### FIRST AIDERS

NAME	ROOM	DEPARTMENT	EXT
Mrs. M. Hourican	C100	Faculty Office	24213
Ms. S. Chesnutt	C004	Faculty of Arts	24111
Dr K. Byrne	B038	School of Eng, History	24544

### MAGEE CAMPUS - FIRST AID BOXES

ROOM	DEPARTMENT	EXT
MA002	School of Irish Lit. Office	75227
MQ122	Foyle Arts Building Office	75396
MQ026	Faculty Making Room	N/A
MQ205	Staff Office	75237
MQ314	Dance Studio	75201

### FIRST AIDERS

NAME	ROOM	DEPARTMENT	EXT
Dr. E. O'Connor	MA106	English and History	75211
Mr. W. Scampton	MQ215	Creative Arts	75237

## **HEALTH & SAFETY – AN OVERVIEW**

It is of the utmost importance that safe practices and procedures are observed continually by all students and members of staff in the Faculty of Arts. The primary concern is the welfare of the individual, but additionally it is to ensure compliance with the Health & Safety at Work (ICI.) Order. This has been on the statute book since 1979 and deals specifically with the responsibilities of employers and employees.

The Management of Health and Safety at Work Regulations (ICI.) 1992 amongst other things requires all employers to assess the risk to the health and safety of their employees and associated persons, for the purposes of identifying the measures necessary to comply with the legal requirements. The University has an ongoing commitment to Risk Assessment and is actively seeking to eliminate and control these risks. However, some risks may remain and the information in this manual forms part of the precautions necessary to prevent accidents and ill health.

The Faculty of Arts through its Faculty Health & Safety Committee seeks to ensure that due consideration is given to all aspects of health and safety in order to help minimize any occurrences when staff or students might be at risk. Such a policy can only be successfully implemented with the full cooperation of all concerned.

This manual has been prepared to provide necessary health & safety information, and it is hoped that students and staff will find it a useful source of reference. Although overall responsibility for health and safety lies with the Vice Chancellor, the Dean through the Heads of School is responsible for managing health and safety in the Faculty. It is however the responsibility of everyone to be on the lookout for their own and other peoples safety and health at work.

This manual contains information relating to health and safety in the Faculty generally, and additional information relevant to specific Schools, students, staff and visitors. It is the intention of the Faculty to enforce the safety regulations contained in this manual, and failure of individuals to comply will result in disciplinary measures being enforced. The prime purpose however of this manual is to increase each individual's awareness of the various Faculty based issues relating to health and safety, and to provide the necessary information to bring into being safer working practices and procedures for the betterment of all.

## **SMOKING POLICY**

To protect the health of the occupants of its buildings the University has introduced a smoking policy. Smoking is only permitted within clearly designated smoking areas and notices detailing these locations are displayed throughout the University.

## **SAFE WORKING PRACTICE**

If anyone, (student or staff) feels that they are being requested or instructed to work in an unsafe manner or in unsafe conditions, they should refuse to do so. If continued pressure or coercion is applied they should contact their Head of School, Dean or one of the University Health & Safety Advisers, Ms. J. McConkey, Jordanstown (ext.68973), Mr. G. Gillan, Coleraine (ext. 24093) or Mr T. Smyth, Magee and Coleraine (ext24109). The matter will then be discreetly investigated.

## **OCCUPATIONAL HEALTH SERVICES**

The medical and nursing staff who work in the University Health Centres are available for consultation or examination for illness or injury caused by activities in the University. (see contact numbers on page 1)

## **STUDENTS AND INSURANCE**

### **Insurance: Personal Accident and Loss of Personal Property**

The University does not provide insurance cover for personal accidents or the theft/loss of personal property on or off campus. Students should decide whether or not it is a good idea to take out such insurance cover for themselves. Students who take part in sport should check with their University club as to whether they are covered by the club for personal injury while taking part in that particular sport.

## **EMERGENCY EGRESS FOR PEOPLE WITH DISABILITIES**

### Overall Aim

The University aims to provide the necessary physical facilities and adopt the appropriate procedures in order that people with disabilities can be evacuated with speed, efficiency and respect for dignity from any of its buildings in the case of an emergency.

### Code of Practice

1. Lifts must not be used during any fire/emergency evacuation procedure.
2. All emergency exits must be kept clear.
3. Staff and student peer groups are encouraged to look after the needs of disabled colleagues as far as is reasonably practicable.
4. Security and Porter Staff will have central roles in:  
Clarifying information about emergencies and their locations;  
Transmitting information and guidance as required during evacuations;  
At Section Leader level, carrying out a second stage screening of relevant areas to ensure that evacuation has been carried out effectively.
5. Designated staff in all Schools should be nominated as appropriate to attend training workshops in the handling of disabled people.
6. All course planning should normally take account of suitable venues in terms of access between levels and emergency exits.
7. Lists of all disabled staff and students (including timetables) should be logged with the Faculty Office and Security staff, and need to be regularly updated.
8. Wardens and Senior Resident Students must be given full information about the whereabouts and special needs of student residents with disability. They will ensure that such students in their own vicinity are evaluated effectively.
9. Disabled visitors or students should be asked to report to Security on arrival, as a result their whereabouts at any point should be known. Advisory Notices are to be displayed at entrances to each campus.

## **FIRE SAFETY**

### **DO NOT ATTEMPT TO EXTINGUISH A MAJOR FIRE; SUMMON HELP IMMEDIATELY**

Bottles of flammable liquids must not be placed near flames.

When working with flammable liquids, reduce the fire risk by extinguishing, where possible, all naked flames.

Acquaint yourself with the position, type and suitability of fire fighting appliances. Remember that some fire extinguishers are unsuitable for electrical fires.

When the fire alarm is activated, staff should ensure that electrical equipment and gas appliances are switched off in their immediate area before they evacuate the building.

**REMEMBER; IT IS ESSENTIAL THAT FIRE DOORS ARE NOT WEDGED OPEN.  
THESE ARE ESSENTIAL BARRIERS TO CONTAIN FIRES.**

## **ELECTRICAL SHOCK**

If a person is undergoing electrical shock, break the contact - switch the current off; remove the plug, wrench the cable free. If this is impossible, stand on some dry insulating material such as dry wood, folded newspaper or rubber, and attempt to break the contact, i.e. by pushing the casualties limbs away with a nonconductive rod such as a wooden broom handle – **DO NOT TOUCH THE CASUALTY WITH YOUR HANDS.**

**REMEMBER; ELECTRICAL EQUIPMENT MUST NOT BE HANDLED WITH WET HANDS.**

## **A GENERAL SAFETY REQUIREMENTS**

It is the duty of all staff and students to

- 1) Continually be on the lookout for their own and other people's health and safety at work. This is a statutory duty.
- 2) Report to appropriate staff any accident or dangerous occurrence however slight.
- 3) Operate all equipment with due regard to good safety practice.
- 4) Use the safety apparatus provided and report any faults for rectification
- 5) Report to appropriate staff any defects or malfunction in equipment which might result in accidents.
- 6) Comply with instructions posted for public safety in the University.
- 7) Comply with University Safety requirements and with the safety code as outlined in the Safety Manual of the Faculty of Arts.

## **B GENERAL FACULTY SAFETY CODE**

- 1) On entering a work area take note of the position of all EXITS, FIRE EXTINGUISHERS, and familiarise yourself with notices detailing ALARM systems and EVACUATION procedures.
- 2) On entering a work area familiarise yourself with the position of FIRST AID boxes and the names and locations of trained FIRST AIDERS. Notices will be displayed with this information.
- 3) When entering a work area for the first time, make yourself known to the person in charge of the area.
- 4) Report any obviously unattended bags or objects to the person responsible for the area. Do not tamper with them.
- 5) For those suffering from physical disabilities i.e wheel chair users, ensure for emergency egress purposes that academic / security staff know of your whereabouts at all times. Ensure that copies of timetables are logged with the Faculty Office and Security staff and that you have a Personal Evacuation Plan (PEP) prepared by UU H&SS for all areas you will be in.
- 6) No person under the influence of alcohol or substance misuse must, under any circumstances, attempt to access any of the Faculty's technological and teaching areas. These include Teaching Rooms, Workshops, Computer Laboratories, T. V. Studio, Drama Studios, Sound Studios, Music Studios, MMRU, MMLL, and any other area deemed by the Faculty. Liquids damage equipment and the user may receive an electrical shock with potentially fatal consequences. Please observe the notices in place.
- 7)
- 8) Food or drink must NOT be brought into any of the Faculty of Art's technological and teaching areas. These include Teaching Rooms, Workshops, Computer Rooms, T.V. Studio, Drama Studios, Sound Studios, Music Studio, MMRU, MMLL, and any other area deemed by the Faculty. Liquids damage equipment and the user may receive an electrical shock with potentially fatal consequences. Please observe the notices in place.
- 9) If a person is undergoing an electric shock, disconnect the supply immediately - switch off mains supply and remove the plug. If necessary use insulating material to aid disconnection, i.e. length of wood, newspaper, rubber material etc. DO NOT TOUCH the casualty until the mains supply has been disconnected. Refer to Appendix A "Electrical Safety "
- 10) Do not lift or move heavy items of equipment or loads by yourself. (See P19 Manual Handling)
- 11) Personally owned electrical equipment must not be introduced unto University premises without the prior approval of the Heads of School. All personally owned items must be added to the School/Faculty Portable Appliance Testing inventory.



## C STUDENT INFORMATION

At all times students must take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions. They are expected to keep themselves reasonably informed by the information provided by the faculty and the university relating to the health and safety issues associated with their activities. Students must cooperate with the university in the implementation of the health and safety policy including following health and safety instructions given by members of staff.

- 1) Permission must be obtained from a member of staff before using any equipment other than that available on an open access basis.
- 2) Ensure familiarisation with equipment you are operating, particularly in relation to switching off the mains supply in the event of an emergency. Consult technical staff if in doubt.
- 3) **All faulty equipment** should be reported immediately to a technical or academic member of staff.
- 4) If equipment is labeled "**Out of service**", then it must **NOT** be used.
- 5) Equipment, fixed or portable, must not be modified or altered without the consent of the member of staff in charge of the area or activity.
- 6) All students suffering from an impairment or disability, i.e. epilepsy, fainting fits, chronic asthma should advise their Course Director or appropriate member of staff in confidence and must not operate equipment without supervision.
- 7) All student work areas, i.e. Workshops, Studio's etc must be kept tidy at all times. Waste paper and other materials should be disposed of in the bags / bins provided. Bags and other objects should not be left where they might constitute a tripping hazard.
- 8) At all times in a work area students must conduct themselves in a responsible manner, giving due consideration to the safety of all in the area.
- 9) Equipment must not be introduced unto University premises without the consent of your Head of School.
- 10) All machinery / equipment, fixed or portable, must be cleaned thoroughly after use and when finished with it.

## STUDENTS WORKING UNSUPERVISED

Certain areas in the faculty, i.e. Computer Labs are designated as open access areas and can be used by students in the evenings and at weekends. Areas such as Workshops, TV Studio, Drama Studio etc present greater hazards both to personnel and equipment, and can therefore only be used by students outside office hours by obtaining written authorisation from a member of academic staff or designated person. Full compliance with all written procedures must be adhered to. Directions from members of university security staff must be adhered to at all times.

## D STAFF INFORMATION

It is the duty of all Faculty staff to keep themselves reasonably informed through information, instruction and training provided by the university, of the health and safety procedures and practices relevant to their work. They must be vigilant with regard to any defects in premises, equipment, systems of work or procedures which might create a risk to health and safety, and report any such defects to the Head of School or other supervisory staff.

- 1) All academic staff who teach or supervise student practical work must be conversant with the University Risk Assessment procedures. See Health & Safety Policy Arrangement 3.31 Risk Assessment. All student projects must be assessed for risk before work can commence.
- 2) All members of staff must ensure that they know the location and proper use of all items of safety equipment.
- 3) If you become aware that you commence to suffer from an impairment or disability that might affect your safety or that of others, you should advise your Head of School or supervisor in confidence to that effect.
- 4) When teaching or supervising students, due care and consideration should be given to those students with disabilities, i.e. emergency egress provision for physically disabled or partially sighted students.
- 5) When providing authorisation for students to work unsupervised in faculty facilities in the evenings and at weekends, all due care must be taken to ensure that the students are fully conversant with all safety and emergency procedures in force in the area. Authorisation must be in writing and should only be given having weighed the necessity for out of hours access against the risk to personnel and equipment.

## E TECHNICAL STAFF INFORMATION

- 1) Ensure familiarisation with all relevant aspects of Health & Safety policy, i.e. Electricity at work Regulations, C.O.S.H.H, fire extinguishers, manual handling regulations etc.
- 2) Items of safety clothing and equipment including protective footwear should be used where appropriate.
- 3) If you become aware that you commence to suffer from an impairment or disability that might affect your safety or that of others, you should advise your supervisor or Head of School in confidence to that effect.
- 4) Servicing of equipment must only be undertaken by appropriately qualified and experienced staff.
- 5) When servicing equipment, particularly when live, care must be taken to ensure the health and safety of those in the immediate vicinity. Exposed live equipment must NEVER be left unattended.
- 6) When servicing **MAINS POWERED electrical** equipment ensure that the following rules are observed
  - i. If it is possible, mains operated equipment should be serviced with the power switched OFF and disconnected.
  - ii. All exposed metal work **MUST** be connected to earth by a conductor capable of carrying the maximum input current.
  - iii. A mains isolated supply or an appropriate Residual Circuit Device (RCD) should be used at all times when servicing mains powered equipment.
  - iv. Ensure that at all times your free hand does not come in contact with an earthed source i.e. radiator, metal conduit, pipework etc. Failure to do so will result in a severe electrical shock should your other hand come in contact with a mains voltage source.
  - v. It is recommended that another person should be present when mains powered equipment is being serviced. If this is not possible, then you should inform colleagues that you will be servicing live equipment, giving the start time and location where it will take place, and the approximate duration of the task.
- 7) Ensure that appropriate air extraction systems are used when soldering.
- 8) Ensure familiarisation with the C.O.S.H.H requirements of all chemicals and substances used in the technical workshops or darkrooms.

## F INFORMATION FOR VISITORS

Members of Staff have a responsibility for the health and safety of visitors to the Faculty. Where appropriate, visitors should be accompanied by a member of staff. Prior to the visitor entering an area where a hazard exists, instruction should be given as to the danger involved and the necessary precautions which must be taken. Any necessary safety equipment should be issued, again with instructions as to its proper use.

## G MANAGEMENT AND CONTROL OF CONTRACTORS

- 1) Contractors entering faculty premises shall be subject to the same safety procedures and arrangements for students and staff detailed in this document.
- 2) Contractors shall be held responsible for their own safety and that of staff and students.
- 3) It is the responsibility of the university, delegated through the faculty technical staff or Estates personnel, to make outside contractors aware of any hazards likely to be encountered in the course of their work, i.e asbestos, high voltage etc.
- 4) When coming on-site for the first time the contractor shall make themselves known to the appropriate faculty technician or member of Estates staff.

## **H SCHOOL OF CREATIVE ARTS AND TECHNOLOGIES SAFETY OPERATION OF MACHINERY**

**It is essential to gain permission to use any machine equipment  
Never operate a piece of equipment or machinery unless trained in its' operation**

Before using any machine equipment:

- 1) You must safely secure or removal loose clothing, i.e. ties, scarves, wide sleeves etc;
- 2) You must remove all jewelry, including watches;
- 3) You must tie back long hair or cover it with protective headgear, if appropriate;
- 4) You should wear protective clothing, where appropriate

Care must be exercised when operating equipment with moving parts. Do not attempt to handle or touch a moving part. Always stop the machine before removing or replacing the work piece.

Machines which are running should not be left unattended. Do not talk to or distract anyone who is working at machines which are running.

Where applicable, Personal Protective Equipment (PPE) such as goggles and ear protectors must be worn or, when available, protective shields or safety guards must be used.

Always switch on any extraction equipment that is attached to equipment you are using BEFORE you switch on the equipment.

**REMEMBER: ANYONE OPERATING A MACHINE MUST NOT WORK ALONE.**

**REMEMBER: STUDENTS MUST BE SUPERVISED DURING MACHINING.**

### **HANDTOOL SAFETY**

Never use defective tools. Hammers with loose heads and chisels with burred heads are particularly dangerous.

Always alert people nearby when chipping with a chisel.

Never use a file without a rigidly secured handle.

When chiseling, filing etc, make sure the work piece is securely held in a vice or other holding device. Use protective goggles.

When using a cutting knife ensure there is an appropriate cutting surface below the work piece. **NEVER** cut in a line towards the body. Ensure no part of the free hand is in direct line of the cutting stroke.

When carrying sharp edged tools, **ALWAYS** keep the sharp edge pointing downwards and to the rear.

## **I LANGUAGE LABORATORIES, MMLL AND MEDIATHEQUES**

- 1) Ensure compliance with all regulations in sections A, B, & C.
- 2) In the event of an electrical emergency the mains power to the language laboratories can be switched OFF at the wall mounted isolator behind the teachers control console.
- 3) Do not stand on the top of the student desks or teachers console in the language laboratories. They are not designed to carry this weight.
- 4) Food or drink must NOT be brought into any of the faculty's language laboratories or Mediatheque rooms. Please observe notices displayed.

## **J COMPUTER LABORATORIES**

- 1) Ensure compliance with all regulations in sections A, B, & C.
- 2) All regulations issued centrally by the University governing the operation of Computer Laboratories must be adhered to.
- 3) In the event of an electrical emergency the mains power to the computer laboratory can be switched OFF at a central point. Please refer to wall mounted notices.
- 4) Food or drink must NOT be brought into any of the faculty's computer laboratories. Please observe notices displayed.

- 5) Security systems are installed in all faculty computer laboratories. DO NOT MOVE or DISCONNECT any computers or peripherals as the alarm will be activated. In the event of accidental activation of alarm, report the occurrence immediately to the technician.
- 6) Beware of exposed moving parts in printers etc.
- 7) Computer work areas must be kept tidy. Unwanted printouts should be placed in the special bags provided. Bags should be placed where they do not present a tripping hazard.
- 8) Take care to ensure that computers or peripherals are not exposed to rain water as a result of a combination of high winds and open windows.
- 9) Observe all regulations associated with the use of Visual Display Units. Please refer to Section P "Working with Visual Display Units"
- 10) All instructions issued by members of the university security staff with reference to the opening and shutting of computer rooms must be adhered to.

## **K TELEVISION STUDIO**

Please refer to Television Studio Safety Manual for detailed information on all aspects of Health & Safety in the Studio. The following is a summary of some of the most important aspects.

- 1) Ensure compliance with all regulations in sections A, B, & C.
- 2) Food or drink must NOT be brought into the Television Studio. Please observe notices displayed.
- 3) Students must be supervised at all times by an appropriate member of staff.
- 4) A Risk Assessment of all practical work must be performed and documented before the commencement of work.
- 5) Beware of tripping hazard presented by trailing cables from television cameras, audio systems and raised door saddles.
- 6) When adjusting studio lights ensure that thermal protective gloves and hard hats are worn at all times. All lights must be placed at a safe distance from flammable materials.
- 7) Members of staff only may use the ladders within the studio. All due care must be exercised particularly in relation to the securing of the top of ladders to the lighting bars.
- 8) The Portable Hoist must only be operated by trained personnel.
- 9) Care must be taken in the design, construction, transportation and erection of scenery and props in the Television Studio.
- 10) Camera supports contain pressurised parts. Only technical staff are permitted to adjust them.

## **Field Work in Media Studies**

- 1) No mains equipment to be used in damp conditions or near water.
- 2) All mains operated equipment must be used with a plug board fitted with a Safety cut out.
- 3) Hot lights can ignite materials placed close to them, ix cables, carpets, curtains etc.
- 4) Beware of hazards to the public, i.e. hot lights, cables on floors etc.
- 5) When listening through headphones / looking into camera lens be aware of the dangers of approaching dangerous machinery -the operator may not see you.

## **L SOUND STUDIO**

- 1) Ensure compliance with all regulations in sections A, B, & C.
- 2) Food or drink must NOT be brought into the Sound Studio. Please observe notices displayed.
- 3) Ensure that coats, baggage etc do not constitute a tripping hazard. Edit, Reading and Control rooms to be kept tidy at all times.
- 4) Beware of tripping hazard in the Recording Room due to cables laid across the floor.
- 5) Care must be taken at all times when using razor blades in Edit room. They must be disposed of in the bins provided.
- 6) Headphones can deliver high sound pressure levels capable of damaging hearing. Care should be taken when using them.

## **M DRAMA STUDIES STUDIO**

Please refer to Drama Studies Safety Manual for detailed information on all aspects of health and safety in the Studios. The following is a summary of some of the most important aspects.

- 1) Ensure compliance with all regulations in sections A, B, & C.
- 2) A Risk Assessment of all practical work must be performed and documented before the commencement of work.
- 3) Food and Drink are prohibited in the Drama Studio/Rehearsal Room and Control Room. Persons failing to observe this will be denied future use of the Studio.
- 4) Apparatus for use in productions must have the approval of the technician in charge. Specific authority from the university representative in charge of the production must be obtained, before any person is allowed to use such apparatus. Any unauthorized use of such equipment is forbidden.
- 5) When "out of hours" activities are finished, the Group Leader must ensure that the studio is secure. Prior approval forms must be completed and security clearance granted before out of hours access is allowed.
- 6) All coats, bags, items of clothing etc must be stored in the toilet area to prevent a tripping hazard.
- 7) All work in the Studio should be carried out with due attention to tidiness, i.e waste should be cleared as work progresses.
- 8) Power tools must NEVER be used unless the users have received training in their operation and use. Power tools must NEVER be used without the supervision of the technician.
- 9) There should be a minimum of two people working on Theatre Lanterns because of Electrical (see Appendix A) and Falling Hazards.
- 10) All Theatre Lanterns should be moved with care. SAFETY CHAINS must be attached to each light on the rig.
- 11) Lanterns must not be placed within 100mm of CURTAINS/TABS or other combustible material.
- 12) Due care and consideration must be applied when using steps.
- 13) Care should be taken when assembling the Lighting Trolley, i.e use horizontal and diagonal stabilising bars, use both platforms, erect safety rail at top using horizontal bars, ensure brakes are applied to each leg. A minimum of three persons should perform this task.
- 14) The judo mats must always be used to rehearse any athletic or gymnastic moves or sequences, and must be returned to the Judo Mat Store.
- 15) Sico Stage Rosta. WARNING - These are heavy units - At least two people must be involved in the assembly of these units.
- 16) The safety equipment provided must be used when using tools, i.e making scenery, props etc, appropriate safety equipment, i.e. safety glasses, hard hats etc must be worn.
- 17) All scenery must be safely stored so that it cannot slip, fall or present a hazard.
- 18) When working with adhesives, paints, chemicals etc, ensure that the work area is well ventilated and that manufacturers instructions are followed particularly, in relation to toxicity, skin irritation and fume extraction. Be aware these substances

may come under COSHH Regulations and additional health and safety measures may be required during their use (See Section T of this document for further information relating to COSHH Regulations and Health and Safety).

- 19) For safe working use of Telescopes see Appendix W

## **N MUSIC STUDIOS**

- 1) Ensure compliance with all regulations in sections A, B, & C.
- 2) In the event of an electrical emergency the mains power to the Music Studio can be switched OFF at a central point. Please refer to wall mounted notices.
- 3) Food or drink must NOT be brought into these areas. Please observe notices displayed.
- 4) Beware of tripping hazards associated with trailing leads, congested work space etc.

## **O ADMINISTRATION**

- 1) Ensure compliance with all regulations in sections A, & B.
- 2) Good office layout is important. Beware of tripping hazards associated with trailing leads, open filing cabinet drawers, congested workspace etc. Ensure that there is a clear passage to the escape route.
- 1) Observe all regulations associated with the use of Visual Display Units. Please refer to Section P " Working with Visual Display Units "
- 2) Beware of dangers associated with the spillage of drinks or food over electrical equipment. Electrical shock can result.
- 3) Beware of exposed moving parts in electric typewriters, computer printers etc.
- 4) When using filing cabinets ensure that no more than one drawer is open at any one time. This will avoid the problem of cabinets tipping forward due to the top heavy nature of the load.
- 5) Ensure that safety gloves and white coats are worn when changing toner cartridges in photocopiers, laser printers etc.
- 6) Do not lift or move heavy objects. Seek appropriate help.

## **P WORKING WITH VISUAL DISPLAY UNITS**

The following is general advice for all users of VDU equipment. Habitual users, i.e. clerical and secretarial staff can obtain additional information from the Head of Faculty Administration.

- 1) Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your arms should be horizontal and your eyes at the same height as the top of the VDU casing. Do not slouch when working.
- 2) Make sure there is enough space underneath your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- 3) Avoid excess pressure on the backs of your legs and knees. A footrest may be helpful particularly for smaller users.
- 4) Don't sit in the same position for long periods. Make sure that you change your posture as often as practicable. Some movement is desirable but avoid repeat stretching movements.
- 5) Adjust your keyboard and screen to get a good keying and viewing position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists while not keying.
- 6) Don't bend your hands up at the wrist when keying. Try to keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.
- 7) Adjust your screen to avoid reflections. Try to avoid sitting with your back to a window. Do not position your screen so that you are facing into a wall. Rest your eyes during work breaks.
- 8) Use a copy stand if available and position it as close to the screen as possible.

## **Q FIELD TRIPS, STUDY TOURS, AND INDUSTRIAL VISITS**

For your health & safety and that of others, you must follow the instructions given by members of university staff and comply with any requirements relating to the place of visit. For example, the need to wear certain types of footwear, or safety equipment; keeping within a boundary; complying with traffic regulations etc.

## **R STUDENTS STUDYING ABROAD**

Students while undertaking part of their course abroad should:

- 1) Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- 2) Co-operate and comply with health and safety policy and procedures in operation within the institution, firm etc in which they are studying.
- 3) Ensure that they have made appropriate arrangements for insurance which will cover loss of passports, visas, personal finance and effects and, in particular, medical expenses including repatriation in the event of serious illness or death.

The University has arranged a Travel Insurance policy for the benefit of its students studying abroad. The rates are very competitive and application forms for this insurance are available from the Faculty Office on each campus.

# **S CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS (NI) 1990)**

## **Background**

The purpose of the COSHH Regulations is to control the use of hazardous substances and to protect people exposed to them. Substances hazardous to health include substances labeled as toxic, harmful, irritant or corrosive, harmful microorganisms and substantial quantities of dust or fumes. Examples of such substances which you may encounter during your studies include photographic chemicals, solvents, inks, acids, dyes, wood dust, clay dust and solder or welding fumes.

The University of Ulster in compliance with the COSHH Regulations (NI) 1990, has devised a comprehensive system of controls to ensure students' health is not at risk whilst working on the University's campuses. Staff of the Faculty of Arts have a duty to ensure all students abide by the requirements of the Regulations and Code of Practice and will inform students of these controls and enforce them at all times.

## **Legislation**

The Legislation in Northern Ireland is enforced on University premises by the Health and Safety Inspectorate of the Department of Economic Development. The law requires that all persons working with substances hazardous to health must be informed about the hazards of the substances and the risks associated with their use. The University discharges this duty through its safety policy which includes information on the COSHH requirements. The Staff in the Faculty of Arts are aware of the risks associated with the use of hazardous substances and are responsible for the daily enforcement of the law. The COSHH Regulations provide a framework of rules and regulations which must be adhered to and contain duties not only for staff, but also for students.

## **Student Responsibility**

During your period of study in the Faculty of Arts you may be involved in individual project work. It is essential that before you start work on any project involving the use of hazardous substances you carry out an assessment of the potential risks to health and the methods available for control; for example the use of fume cupboards, extract systems or personal protective equipment. The written risk assessment must be agreed with your academic supervisor.

## **Student Guidelines**

The University's arrangements for compliance with the COSHH Regulations require that:

- You should work within guidelines provided at all times.
- You should familiarise yourselves with the information about any hazards of the substances which you are using in your work.
- You fully understand the requirements for the safe use and handling of these substances.
- You do not bring any potentially hazardous substances on to the campus without prior permission from the relevant staff.
- You do not work with any potentially hazardous substances which do not have the necessary hazard data information available.
- Never mix substances together without knowledge of their combined risks and necessary controls.
- You should report all spillages or other problems with hazardous substances to your supervisor as soon as possible.

## **Summary**

The COSHH Regulations are concerned with the controls necessary to ensure all persons work safely with substances which could cause risks to health. Students have a responsibility to ensure they do not put their own health at risk or that of their colleagues. The University has a responsibility to ensure that the rules and regulations are enforced at all times. This responsibility will be carried out by all members of staff who will stop any work by any student which constitutes a potential risk to the student or to others. If students are found to be taking risks in-violation of laid down controls, the University may take disciplinary action which could result in dismissal from the University. The Staff at the Faculty of Arts provide information and guidance on all substances hazardous to health and are responsible for the enforcement of the Regulations on behalf of the University. Students must abide by the decisions of staff at all times.

**REMEMBER:  
ALL CHEMICALS SHOULD BE REGARDED AS POTENTIALLY DANGEROUS**



## **T ELECTRICAL REGULATIONS**

The Electricity at Work Regulations (Northern Ireland) 1991 is the main piece of legislation governing electrical safety in almost all workplaces, including the University. The Regulations are primarily concerned with the prevention of danger from electric shock, electric burns, electrical explosion or arcing, or from fire or explosion initiated by electrical energy.

### **Responsibilities**

1. The distribution of electricity throughout the University from high voltage sub-station to the socket outlets, is the responsibility of the Department of Physical Resources, and they arrange for the provision of safe electrical supplies and maintenance of fixed installations. 2. Beyond the electrical outlet, each School is responsible for any further distribution of the supply, and for all equipment connected to it.
2. If equipment is to be connected by a fixed connection, this connection must either be made by the Department of Physical Resources or by an approved electrical contractor with the agreement of the Department of Physical Resources.
3. Equipment which is connected to the electrical supply by an approved plug and socket is classified as portable equipment and is the responsibility of the user School.
4. Regular checks should be made to ensure that portable electrical equipment is properly earthed.

### **Socket Outlets**

Schools should ensure an adequate number of socket outlets for their needs are provided in rooms which are allocated to them. Double or triple adapters and long extension cables should not be used; they are a fire hazard. As a temporary measure, if necessary, use a short extension lead with a multi-socket block. Such an extension lead is portable equipment and must be maintained as such.

### **Maintenance of Portable Equipment**

The University has a Code of Practice for the inspection and testing of portable electrical equipment, The COP is designed to give guidance to Departments and provide a standardized system throughout the institution. This system is designed to enable the University to meet its' legal requirements for the maintenance of such equipment and to prevent danger in relation to portable equipment which could result in injury or death to users of such equipment.

### **New Equipment**

All electrical equipment purchased should meet the relevant British or International standards.

If the equipment has a loading of more than 3KW for single items or more than 6KW for multiple installations, then the Department of Physical Resources must be consulted to ensure that the fixed electrical service is sufficient to carry the load.

### **Personally Owned Portable Electrical Equipment**

The use of personally owned electrical equipment on University premises is discouraged, and no such item may be used without the prior approval of your Head of School. You must ensure that any item you own, including the cable, is not mechanically damaged and that the plug is correctly wired and fused. You must also make sure that the item is added to your School's electrical testing inventory. This requirement also applies to all personally owned electrical equipment already on University premises.

Separate arrangements apply to students bringing personal items of equipment into residential accommodation.

## U ELECTRICAL SAFETY

All electrical equipment has the potential to SHOCK, BURN or KILL. Other potential hazards include FIRE, EXPLOSION and INJURY from involuntary reaction to otherwise harmless shocks such as falls etc. The above is made more dangerous by the fact that electricity does not alert the senses as it cannot be seen, heard or smelt.

The majority of electrical accidents involve equipment that is defective due to incorrect wiring or fusing, inadequate earthing or insulation breakdown. The incorrect use of electrical equipment can also cause accidents, i.e. allowing water or other liquids to come in contact with electrical appliances, conducting material such as silver paper falling into electrical appliances, the severing of mains cables due to chair legs etc.

With CARE, the majority of accidents can be avoided.

Listed below are a number of guidelines for the safe use of electrical equipment in the Faculty of Arts.

- 1) Never become complacent in the use of electrical equipment. Be alert at all times to the potential of electricity to SHOCK, BURN or KILL.
- 2) Water or any liquid must NOT come in contact with electrical equipment as serious injury and damage will result. Equipment must NEVER be touched by anyone with moisture on their hands. Cups of coffee etc must be positioned well away from electrical equipment. Regulations relating to food and drink in work areas must be observed at all times.
- 3) If equipment is labeled "Out of service", or "faulty", then it must NOT be used.
- 4) All faulty equipment must be reported immediately to an appropriate member of staff.
- 5) At no time must anyone attempt to repair, modify or adapt any item of electrical equipment unless they are a technically competent member of staff.
- 6) Equipment must not be used unless the operator has been instructed in its use. If in doubt, consult a technical or academic member of staff.
- 7) Before using equipment, visually check the plug, cable and casing for damage.
- 8) Equipment must be turned OFF at all times before connection, and disconnection.
- 9) All portable electrical equipment must be subject to regular inspection and test to enable the University to meet the legal requirements in this area.
- 10) If using extension leads, unravel them fully as coiled leads can create a magnetic field which produces excessive heat.
- 11) Wherever practical only one plug per socket should be used. Overloading of sockets is a common cause of electrical fires. Do not use double or triple adapters. As a temporary measure use a multi socket block. Such portable equipment is subject to PAT regulations.
- 12) Never use a Water or Foam extinguisher on an electrical fire. CO2 is safe to use on live electrical fires.

### **Electric Shock**

If a person is undergoing electric shock, break the contact - switch the current off; remove the plug; wrench the cable free. If this is impossible, stand on some dry insulating material such as dry wood, folded newspaper or rubber, and attempt to break the contact, e.g. by pushing the casualty's limbs away with a non-conductive rod such as a wooden broom handle - **DO NOT TOUCH THE CASUALTY WITH YOUR HANDS.**

**REMEMBER: ELECTRICAL EQUIPMENT MUST NOT BE HANDLED WITH WET HANDS.**

**ALWAYS BE AWARE OF OVERHEAD POWERLINES WHEN WORKING OUTSIDE**

## **V MANUAL HANDLING SAFETY**

Organise the work to minimise the amount of lifting necessary, using mechanical means or other aids when appropriate. When help is needed for lifting heavy or awkward loads, get everyone to work together, but make sure only one person gives clear, unhurried instructions. Wear protection for hands and feet and protective clothing where necessary.

### **Correct Lifting Techniques:**

- Do not jerk or shove. Twisting the body may cause injury.
- Lift in easy stages. Floor to knee, then from knee to carrying position. Reverse this lifting method when setting the load down.
- Hold weights close to the body. Lift with the legs and keep the back straight.
- Grip loads with palms, not fingertips. Do not change your grip while carrying.
- Do not let the load obstruct your view. Make sure the route is clear before you start moving.

## **REMEMBER WHEN LIFTING**

### **TILE**

**T = TASK**

**I = INDIVIDUAL**

**L = LOAD**

**E = ENVIRONMENT**

## **W Tallescopes (Drama & Theatre)**

### **Safe Use Of Tallescopes.**

Tallescopes have long been and remain one of the methods for Working at Height in Theatres. However as stated and illustrated in the Association of British Theatre Technicians (ABTT) Code of Practice on Selection of Equipment for Work at Height in Theatres, Tallescopes should not be regarded as the default or first choice tool for working at height. Employers should always refer to the hierarchy of control for the selection of equipment for work at height outlined in the Work at Height Regulations 2005 before considering means for work at height. However it is recognised that in some circumstances the Tallescope will be the most appropriate means of gaining access to height and in those cases it is important that stringent conditions are in place.

These conditions include:

- 1) Strict adherence to Section 5 (Tallescopes) of the revised ABTT Code of Practice, shortly to be published.
- 2) 4 no. "Outriggers" are fitted to reduce the possibility of a Tallescope falling sideways.
- 3) 4 no. "Base column extensions" ("push and pulls") are fitted to the corners of the Tallescope so as to provide steering without the operator bending at the waist.
- 4) 4 no. "Non-lift" castors are fitted so as not to cause movement in the Tallescope basket when the brakes are being engaged or disengaged.

The ABTT will not regard a Tallescope as an acceptable piece of equipment for working at height without the modifications detailed above.

The ABTT reminds employers and employees that they must be able to justify the use of a Tallescope instead of safer methods of gaining access to work at height. This may have to be done in a court of law and it is strongly recommended that employers and employees make themselves familiar with the hierarchy for selection of work equipment in the Work at Height Regulations 2005.

In terms of moving an occupied Tallescope, all of the above conditions should be met. Attention is drawn to the specific conditions in the Code of Practice such as only used on a flat and unobstructed stage with all 4 outriggers no more than 10mm off the floor, only fully trained personnel usage of the equipment, a Tallescope that has been inspected and certified by the manufacturer or approved representative within the previous 12 months, all as set out in the manufacturer's instructions laid out in the Approved Code of Practice (ACOP).

## **X Working At Height**

### **What is work at height?**

Work at height means work in any place where, if precautions were not taken, a person could fall down and injure themselves.

If you:

- work above ground level
  
- could fall from an edge, through an opening or fragile surface; or
  
- could fall from ground level into an opening in a floor or hole in the ground; you will be working at height, because you can fall from one level to another.

Examples of work at height include:

- using working platforms such as scaffolds, tower scaffolds, cherry pickers, scissor lifts and podium steps;
- work on a roof, piece of plant or equipment;
- using ladders or stepladders or tallscopes.

### **What precautions do you need to take?**

Remember, work at height may be a one off, or routine. You will need to make sure you identify all tasks, which require work at height, so you can make sure they are carried out safely. The key to preventing injury from work at height is to carry out a risk assessment, so you can choose the right precautions. This is a simple process, answering the following questions will help you do this.

### **Can you *avoid* the need to work at height in the first place?**

Long-handled tools or other equipment can sometimes be used to safely carry out a task from ground level, eg a long handled brush or roller for painting and water-fed poles with brushes for window cleaning. Think about whether it is possible to design out the need to work at height, e.g. could new or replacement services, such as pipes or cables, be put at ground level?

If you can't avoid the need to work at height, you must try to make sure the risk of a fall is prevented.

■ **using work equipment.** If you cannot use an existing place of work, consider whether you can use work equipment to prevent people falling. Tower scaffolds, podium steps, cherry pickers and scissor lifts are some common examples of work equipment, which will do this because the working platforms have guard rails. If regular access is required, eg to an air conditioning unit on a roof, it may be reasonable for the client/building owner to create a safe place of work by installing permanent guard rails to and around the work area.

If you cannot put measures in place to prevent a fall, you must try to limit the risk by minimising the distance and / or consequences of a fall.

■ **using an existing place of work.** This is a place that is already safe, e.g. a roof with permanent guard rails or a parapet around the edges; or a piece of plant or equipment that has fixed, permanent guard rails around it;

### **Can you *minimise* the consequences of a fall?**

You must first try to **avoid** and then **prevent** a fall before using measures that will only **minimise** or limit the consequences. Airbags and safety nets are examples of such measures, because they should minimise the risk of injury if someone falls. Fall arrest equipment will also minimise injury if someone falls, providing the equipment is set up correctly, users know how to look after it and they understand its limitations.

### **What *other additional measures* do you need to take to reduce the risk of a fall?**

When using any equipment for work at height, you also need to make sure:

- the people using it are trained to use it safely;
- it is regularly inspected and well maintained; and
- the work is supervised to check people are working safely.

The normal use of ladders or step ladders does not provide measures which either prevent falls or minimise the consequences. So you must be able to show that it was not reasonable to select alternative equipment because the task is low risk and short duration.

### **Have you *identified* whether there are any *fragile surfaces*?**

You need to be particularly aware of fragile materials when working at height as their presence in, or near the working area, increases the risk. A fragile surface is one, which would be liable to break if a person worked on it or fell onto it. Common examples include, fibre and asbestos cement roof sheets and many skylights, but could also include bridged materials in silos.

You should make sure you:

- **avoid** the need to work on or near or pass across them by, eg repairing a skylight from underneath using a tower scaffold or from above using a cherry picker;
- **prevent** a fall by using fixed walkways with guard rails to get across a fragile asbestos cement roof or use suitable working platforms with guard rails during work on or near a fragile surface;
- **minimise** the consequence

## **Y Useful Websites For Health and Safety Information**

### **Control of Substances Hazardous to Health (COSHH)**

<http://www.hse.gov.uk/coshh/>

### **COSSH Essentials Web Tool**

<http://www.hse.gov.uk/coshh/essentials/index.htm>

### **Electrical Safety / Portable Appliance Test**

<http://www.pat-testing.info/>

### **Essentials of Health & Safety at Work**

<http://www.hse.gov.uk/pubns/books/essentials.htm>

### **Health and Safety Executive**

<http://www.hse.gov.uk/index.htm>

### **Health and Safety Executive NI**

<http://www.hseni.gov.uk/index.htm>

### **HSG 65 Successful Health & Safety Management**

<http://www.hse.gov.uk/pubns/books/hsg65.htm>

### **Institute of Occupational Safety and Health**

<http://www.iosh.co.uk/>

### **Personal Protective Equipment (PPE)**

<http://www.hse.gov.uk/pubns/indg174.pdf>

### **Reporting of Injuries, Diseases & Dangerous Occurrences (RIDDOR)**

<http://www.hse.gov.uk/riddor/>

### **Workplace (Health, Safety & Welfare) Regs 1992**

<http://www.hse.gov.uk/pubns/books/124.htm>

### **Working At Height Regulations**

<http://www.hse.gov.uk/pubns/indg401.pdf>

**ACCIDENT REPORT**

Please write in block capitals using black ink or type  
Routing: Originator - Line manager - Health and Safety Services

**SECTION 1 - DETAILS OF INJURED PERSON** (to be completed by injured person where possible)

Forename: ..... Surname: .....  
Home Address: .....  
Post Code: ..... Home Tel: ..... Work Tel: ..... Age: .....  
Please Tick: Male  Female  Visitor  UU Staff  UU Student  Contractor   
If UU Staff or Student; please state: Job Title / Course:  
Dept. / School: ..... Campus (Please Tick) J  C  M  B  Other

**SECTION 2 - DETAILS OF ACCIDENT / DANGEROUS OCCURRENCE**

(to be completed by injured person where possible)

Date of Incident: ..... Time of Incident: .....  
Location: ..... Campus (Please Tick): J  C  M  B  Other   
Reported to: ..... Date and Time Reported: .....  
Statement of person involved in accident (continue on separate sheet if necessary):

Signature: ..... Date: ..... Tel: .....  
I give permission for a copy of this form to be passed on to a Trade Union Representative YES  NO

Nature of Injury (e.g. cut, bruise): ..... Part of the body injured: .....

Witnesses names and addresses (where appropriate):

Was first aid treatment provided YES  NO   
If YES, who provided this treatment? Name ..... Department .....  
Did the University organise for the injured party to be taken directly to hospital? YES  NO  NOT KNOWN  YES  NO   
Did he / she become absent from work as a result of the accident? YES  NO  NOT KNOWN

If YES, date ceased work: ..... Date of return to work: .....

\* If the person is seriously injured, has been taken directly to hospital, or has been absent from work for more than 3 days as a result of the accident then the line-manager must inform Health and Safety Services at the earliest opportunity (ext. 66952)

Was the person authorised to carry out this activity? YES  NO



(1 of 2)

**SECTION 3 - INVESTIGATION** (to be completed by line-manager)

Give a full account of the accident / dangerous occurrence providing, so far as is possible, details of actions leading up to the accident and details of immediate and underlying causes: (continue on a separate sheet if necessary):

Use this space for a sketch plan where necessary:

Detail any equipment, tools, objects, substances, etc. which were involved:

Detail any known defects:

**SECTION 4 - RECOMMENDATIONS TO PREVENT RECURRENCE**

(to be completed by the line manager)

Have all relevant Risk Assessments been reappraised? YES  NO

Where appropriate please forward copies of relevant risk assessments with this Accident Report Form to Health & Safety Services

Signature of person completing report: ..... Name (block capitals):

Job title: ..... Date: ..... Ext:

**UNIVERSITY HEALTH CENTRE / FIRST AID REPORT**

Signed: ..... Name (block capitals): ..... Date:

**HEALTH AND SAFETY SERVICES REPORT:**

Signed: ..... Name (block capitals): ..... Date:

AR1 November 2009

(2 Of 2)