

LIVERPOOL HOPE UNIVERSITY



Health and Safety Handbook for Staff



LIVERPOOL
HOPE
UNIVERSITY

www.hope.ac.uk

Useful Telephone Numbers

In the event of a first aid, suspected fire or other emergency contact the Security Lodge:

Hope Park Campus

Ext. 3800 from any internal phone
or 0151 291 3800

Creative Campus

Ext. 3700 from any internal phone
or 0151 291 3700

Aigburth Park

0151 727 7262 / 07736 106 105

IN THE EVENT OF A FIRE OR MEDICAL EMERGENCY THE SECURITY LODGE MUST BE CONTACTED FIRST.



Health and Safety

at Liverpool Hope university

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff, students and visitors. The basis for health and safety management across the University is detailed in full in the Health and Safety Policy which can be found on our website.

Please take a few minutes to read this booklet and to familiarise yourself with the University's emergency procedures. If you have any questions, or are unsure of anything contained in this booklet, please speak to your line manager or the Legal Services and Health and Safety Assistant.

Staff Responsibilities

Whilst Liverpool Hope University takes its commitment to health and safety seriously, all members of the University community have a responsibility to take reasonable care of themselves and others around them.

All staff are required to:

- Read and act in accordance with the University's policies and procedures on health and safety.
- Be aware and act in accordance with local health and safety procedures within your faculty or department.
- Be aware and act in accordance with emergency procedures for fire evacuation and first aid procedures.

First Aid

There are a number of staff across each campus including all Campus Operatives who are first aid trained and can provide assistance for minor injuries. In the event of a medical emergency or illness that may require an ambulance, campus services staff will coordinate an emergency response. All staff must contact the Security Lodge first, using the emergency contact numbers:

Hope Park Campus

Ext. 3800 from any internal phone or 0151 291 3800

Creative Campus

Ext. 3700 from any internal phone or 0151 291 3700

Aigburth Park

0151 727 7262

Accident and Incident Reporting

All staff are required to report any accident, incident or near miss regardless of how trivial it may seem. Accident reporting is required to allow the University to comply with its legal requirement to notify any serious accidents or illness. Accident reporting also helps identify any trends or shortcomings with regards to current health and safety arrangements and will help to prevent a re-occurrence of a similar accident or near misses in the future.

All accidents, incidents and near misses must be reported promptly using the University's accident report form. Accident report forms are available online on the Health and Safety section of the website.



Fire Safety

Staff should familiarise themselves with the following emergency procedures as well as reading the University's Fire Safety Policy. Staff should also make themselves aware of their nearest fire alarm call points, fire action notices and fire exits in their usual place of work, as well as an alternative means of escape.

ON DISCOVERY OF A FIRE:

Any person discovering a fire, irrespective of size, or suspecting a fire, shall:

1. Raise the alarm using the nearest break glass fire alarm call point.
2. Do not attempt to fight the fire unless the fire prevents a safe means of escape, you are absolutely certain that it is safe to do so and you are confident in using the correct fire fighting equipment.
3. Make sure other occupants within your vicinity are aware of the situation and assist those who are unfamiliar with the evacuation procedure or building.

Staff are reminded to be vigilant with regards to housekeeping within their area of work in order to maintain the effectiveness of fire safety measures. This includes ensuring fire doors are free from obstructions and kept closed at all times, corridors, walkways and stairways are kept clear and any materials that are likely to cause or assist the spread of fire are to be stored and disposed of safely. All fire safety equipment must be kept free from obstruction.

Staff are also asked to familiarise themselves with their nearest Emergency Assembly point, these are listed on the Campus Maps that can be found on the health and safety section of the University website.

ON HEARING THE FIRE ALARM:

On hearing the continuous sounding of the alarm, all persons shall:

1. Evacuate the building immediately using the nearest designated fire exit, closing doors and windows (if safe to do so) as you leave the building. **DO NOT USE LIFTS.**
2. Assist those who are unfamiliar with the evacuation procedures or building. Any persons with a mobility difficulty should be directed to the nearest refuge point to await instruction.
3. Obey any instructions given by Fire Marshals or Campus Operatives and gather at the suggested assembly point as indicated on the fire action notices (located on exit routes and campus maps).
4. Inform the Fire Marshal of any persons that may still be in the building.
5. **DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO** by a Fire Marshal, Campus Operative or member of the Fire Service.

Staff who are not at their usual place of work on hearing the fire alarm must leave the building and go to the nearest assembly point. They must not attempt to return to their own Department.

Smoking

Smoking is not allowed in any University buildings or communal areas. There are designated areas around Campus where smoking is permitted. For a full list of designated smoking areas, please consult the Campus Map.

Risk Assessments

The University requires that any activity where a significant hazard is identified is supported by a written Risk Assessment. This includes activities when working off-site, abroad and on field trips.

A hazard is something that has the potential to cause harm e.g. chemicals, electricity, using ladders etc.

The risk is the chance, great or small, that someone will be harmed by the hazard. A risk assessment is simply a careful examination of what could cause harm so that appropriate control measures can be added, if needed.

There are five steps in the risk assessment process:-

1. Identify the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done.
4. Record your findings. The Risk Assessment template is available from the Risk Assessment page on the Health and Safety section of the University website, along with guidance notes to assist with completion.
5. Review your risk assessment regularly and revise / update it when necessary.

Risk assessments must be completed by those competent to do so and who are familiar with the work and or activity that the assessment relates to.

All staff are responsible for familiarising themselves with relevant risk assessments within their area of work and this should be discussed during your departmental induction.

If you feel there is a significant risk that is not currently supported by a written risk assessment, please report this to your Head of Department or the Legal Services and Health and Safety Assistant.

Safety Equipment

The University shall provide all necessary protective equipment required for staff to work safely.

Staff should make sure that all required safety or protective equipment is available before commencing work. Staff should check any personal safety equipment regularly to make sure that it is in good condition and is fit for use. If you note any defects, do not use it and inform your supervisor and / or line manager.

Staff are reminded it is an offence to interfere with any equipment intended for either your own safety or the safety of others.

Late And Lone Working

The University recognises that some staff may work or choose to work outside of normal office hours. When doing so consideration must be given to the reduced presence of staff in the vicinity where you may be working, thus increasing the risk posed to lone workers. Some medium and high risk activities may be inappropriate unless arrangements are in place to avoid lone working. Staff should consult the Lone Working code of practice for further guidance.

Lone working or work involving hazardous activities for instance in engineering workshops or laboratories, may require extra precautions. All such work must be covered by a lone working risk assessment. Staff should refer to the Lone Working code of practice for further guidance.

Portable Electrical Equipment

The University makes regular inspections of electrical equipment to ensure that it is safe and fit to use. Items should also be visually inspected by staff prior to use.

The Electricity at Work code of practice available from the Health and Safety section of the University website will provide further information regarding the hazards of working with electrical equipment.

If staff bring in any electrical equipment into their work area e.g. kettles, toasters, then they must undergo a PAT test and inspection prior to use. Testing can be arranged through the Estates Department helpdesk.

Using Display Screen Equipment (DSE)

The majority of staff will use a computer as significant part of their work and there is specific legislation which covers the use of Display Screen Equipment (DSE). Detailed information can be found in the Display Screen Equipment code of practice, available from the Health & Safety section of the University website.

Here are a few of the main guidelines that staff should consider:

- Screens should be positioned in front of you, adjusted such that the top of the screen is approximately at eye level.
- You should avoid twisting your body in order to use the computer; set up your workstation to achieve a comfortable position in front of the computer.
- Adjust your computer chair so that forearms are horizontal to the desk with your elbows at right angles. Keep wrists flat and in a neutral position whilst avoiding resting wrists on the desk during typing.
- When sitting, your legs should ideally be at 90 degrees and feet should be flat on the floor.
- Computer chairs should have a five spoke base preferably with casters. All new chairs should have fully adjustable height, back support and seat tip.

If sharing a desk with another member of staff, you should consider your comfort each time you use the workstation, taking the time to make the necessary adjustments to achieve a comfortable working position.

Driving at Work

All road markings and traffic signs as part of the University campus must be observed with priority being given to pedestrians using the marked crossing points throughout the University. Cycling is not permitted on pedestrian paths.

Parking restrictions apply and staff must only park in designated car parks whilst displaying a valid parking permit.

Staff who drive a vehicle on University business (including privately owned vehicles) need to comply with the requirements of the University Driving at Work code of practice and supporting arrangements.

Housekeeping

In order to reduce the risks of day to day hazards, staff are reminded to follow good housekeeping procedures within their area of work. Including:

- Maintaining a clean and tidy workstation or area.
- Avoid trip hazards by keeping floor areas, especially round desks and on access and egress routes clear.
- Avoid trailing cables across doors and walkways.
- Ensure fire exits and stairwells are not blocked or obstructed.
- Turn off electrical appliances when not in use and at the end of the day.
- Visually check equipment regularly for any faults.
- Any hazards or defects found should be reported to the relevant department promptly.

Manual Handling

Staff who are to undertake manual handling as part of their role shall be provided with specific training in safe lifting and handling techniques. However situations may arise when those who are not “normally” involved in manual handling are required to manoeuvre objects. It is therefore important that you assess whether you are able to lift items in a safe manner BEFORE you undertake the task. For more detailed information please consult the Manual Handling code of practice available on the Health and Safety pages of the University website.

Hazardous Substances

Hazardous substances refers to chemicals and other agents that have the potential to cause harm to both those using them and others within the workplace. Hazardous substances can be found in most areas of the workplace and staff should ensure that any warning labels or instructions are followed. Staff working directly with hazardous substances should consult the relevant COSHH assessments as part of their departmental induction. Further guidance regarding hazardous substances can be found in the COSHH code of practice on the Health and Safety pages of the University’s website.

Health and Safety Information

The University has detailed policies and code of practices covering various aspects of health and safety. The latest version of these documents can be found the Health and Safety pages of the University Website. The University's Health and Safety Consultative Committee papers and minutes are also published on the website.

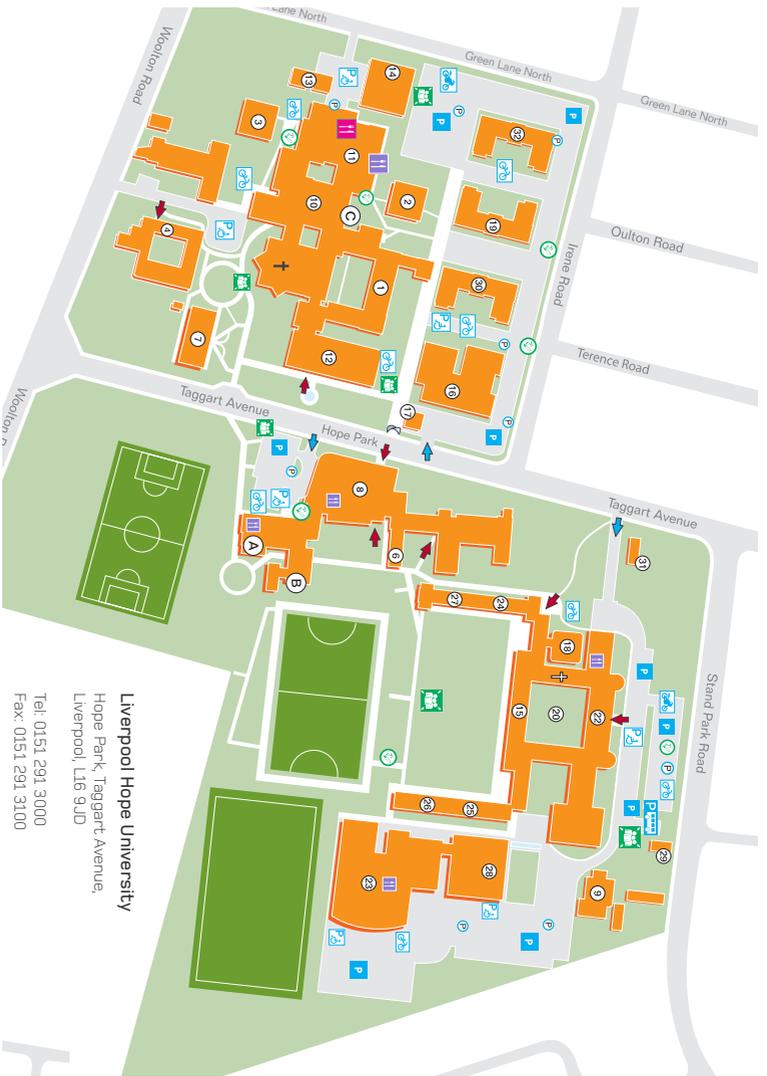
Detailed health and safety information specific to your individual Department/Faculty is also available via your Line Manager or local Safety Coordinator.

Please take time to locate and read this information.

If you have any health and safety queries that have not been covered by this booklet please contact your local Safety Coordinator or the Legal Services and Health and Safety Assistant.



A	EDEN Arbour Room	32
A	EDEN Lounge	32
B	EDEN Suite	32
C	Our Place	32
1	Alexander Jones Building (AJB)	32
2	Angela Hall	32
3	Austin Hall	32
4	Business School (LHBS)	32
+	Chapel (Hope Park)	32
6	Chaplaincy	32
7	Conference Centre	32
8	EDEN (Education and Enterprise) Building	32
9	Estates	32
10	Frances Mary Leasher Building (FML)	32
11	Fresh Hope Food Court	32
12	Gateway Building, The	32
13	Green Lane Annex (GLA)	32
14	Green Lane Building (GLB)	32
15	Hilda Constance Allen Building (HCA)	32
16	Lecture Theatre Complex (LTC)	32
17	Main Lodge	32
18	Markand, The	32
19	Newman Hall	32
20	Quad (Sheppard/Worlock Library, The)	32
+	Senate Room (and Trinity Chapel)	32
22	Sheppard/Worlock Library, The (SWL)	32
23	Hope Park Sports	32
24	St Agnes Hall	32
25	St Elphin Hall	32
26	St Etheldreda Hall	32
27	St Margaret Hall	32
28	Health Sciences Building	32
29	Stand Park Lodge	32
30	Teresa Hall	32
31	Taggart Lodge	32
32	Wesley Hall	32



Liverpool Hope University
 Hope Park, Taggart Avenue,
 Liverpool, L16 9JQ
 Tel: 0151 291 3000
 Fax: 0151 291 3100

-  Building Entrance
-  Car Park Entrance
-  General Parking
-  Disabled Parking
-  Fresh Hope Catering
-  Other Catering Outlets
-  Emergency Assembly Points
-  Designated Smoking Areas
-  Cabal
-  Cycle

Health and Safety

Liverpool Hope University
Hope Park
Liverpool
L16 9JD

T: +44 (0)151 291 3835
E: mcmannr@hope.ac.uk
www.hope.ac.uk/healthandsafety



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