



WELCOME TO THE UNIVERSITY OF WARWICK

Departmental Health and Safety Induction

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Officer

1st October 2024

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to Health and Safety at Work etc. Act 1974. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes



Health and Safety at Work etc. Act 1974

1974 CHAPTER 37

provision for securing the health, safety and welfare of persons
ers against risks to health or safety in connection with the
for controlling the keeping and use and preventing the
n and use of dangerous substances, and for controlling
here; to make further provision with respect to the
ce; to amend the law relating to building regulations,
and for connected purposes. [31st July 1974]

Health & Safety at Warwick

Introduction



Health and Safety is the responsibility of everybody at the University of Warwick.



We all need to work safely, take care of our health, look after ourselves and others.



The University will enable us to do this by providing a safe place to work and study

Health & Safety at Warwick

Policy

The Health and Safety Policy outlines in broad terms the University Statement of Intent, for Health and Safety arrangements at the University of Warwick.

This policy is supported by further topic specific policies, arrangements and guidance.

Under the policy, and under the requirements of the Health and Safety at Work Act 1974, there are duties placed on staff and students.

In particular, those with leadership, management or supervisory elements to their role need to fulfil their responsibilities in relation to health and safety by making themselves aware of, and acting on, the requirements contained within the Leadership and Management of Health and Safety document.



H&S is all our responsibility!

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Requirements of staff & students



[Leadership and Management Of Health and Safety Document](#)



All students & staff have responsibilities to H&S



Taking reasonable care of your own and other people's Health and Safety



Following any Health and Safety training you have received



Co-operating with your employer on Health and Safety



Telling your manager, supervisor or Health and Safety representative if you think that work or inadequate precautions are putting anyone's health and safety at serious risk

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Reporting of accidents, incidents & near misses

An accident is an unplanned, uncontrolled event which has led to, or could have led to, injury or ill-health to individuals, or damage to property or equipment. This includes 'no injury' incidents, or what are sometimes referred to as 'near misses'.

All accidents, incidents and near misses that occur on the University campus, or when acting on behalf of the University **must** be reported to Health and Safety Services as soon as practicable, using the on-line Incident Reporting system (Assure)

The reporting system is available to **all** staff & students



[Link to H&S webpage & reporting system \(Assure\)](#)

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First aid arrangements



Any person on the University site may suffer injuries or fall ill. The arrangements in place for First Aid mean that someone can provide them with immediate attention or call an ambulance if needed



If you need a first aider you can contact one close to you, either in the same building or one close by. Please see [this list](#) to find your nearest first aider. In addition, all of the Community Safety team are trained First Aiders.



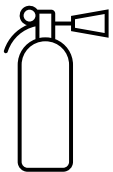
Details of ALL accidents **MUST** be reported to a first aider.

Health & Safety at Warwick

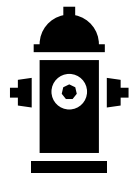
Fire arrangements



Know the location of your nearest exits & assembly point



Know how to raise the alarm (call points)



Know the sound of the alarm

Physics & Physical Science building users:

In the event of an evacuation, please leave the building by the nearest available exit, evacuate away from the building to a safe place up wind from any smoke and wait further instructions.

This approach is often referred to as **Dispersal**.

Please ensure you do not block Community Safety, or the Fire Service accessing the building, do not stand in the road and **do not go back inside the building until the alarm has ceased and Community Safety have confirmed it is safe to do so.**

Community Safety will complete a best endeavours walk around the perimeter of the building to inform groups of people that the building is safe to re-occupy.





Buildings affected by this change are: Physical Sciences, Physics, Chemistry, Materials and Analytical Sciences (MASB) and the Ramphal building.

Fire action

	Operate the nearest fire alarm and call Community Safety on: 024765 22222
	Leave the building by the nearest available exit
	Evacuate away from the building to a safe place up wind from any smoke and wait for further instructions
	Do not use lift Do not re-enter the building until authorised to do so

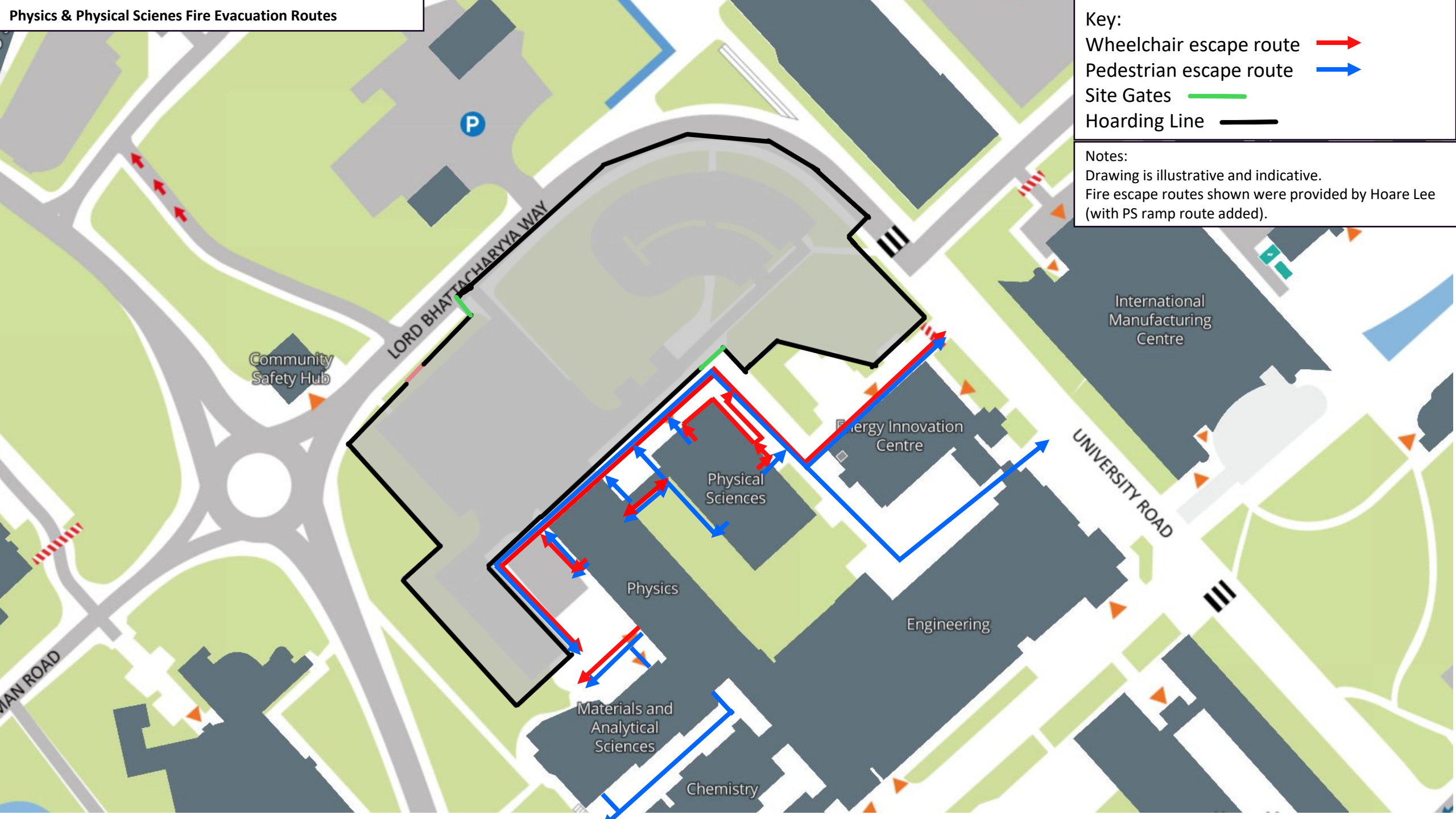
Physics & Physical Sciences Fire Evacuation Routes

Key:

- Wheelchair escape route 
- Pedestrian escape route 
- Site Gates 
- Hoarding Line 

Notes:

Drawing is illustrative and indicative.
Fire escape routes shown were provided by Hoare Lee (with PS ramp route added).



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Risk Assessments



You need to take responsibility for your actions and work during your research.



Three types of [risk assessments](#) used at the University



1) Space - Helps identify training that is needed for the space



2) Equipment - Defines safe operating procedures for equipment



3) Task/Activity - Asks you to think about potential risks and what you will be doing to minimise that

Remember Risk Assessments are required **BEFORE** activities can go ahead.

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Working with display screen equipment

Not all work is undertaken in research laboratories:

- Computational work
- Data analysis and modelling etc.

However, there are skill risks associated with using a computer for a long period of time.

DSE (display screen equipment) training applies to those who work with DSE equipment continuously for more than 60 minutes a day.

Training is available on [Moodle](#).



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Chemical safety

If your work is going to involve the use of chemicals

You must understand the hazards **before** ordering. This also needs to be approved with your Supervisor and added to your COSHH risk assessment.

Examples of chemical hazards:

Dermatitis

Fire

Toxicity

Burns

Asphyxiation

Look at the possible routes of entry to the body, spillages, waste disposal etc.

Beware of different types of Hazard Statements and Precautionary Statements on Safety Data Sheets!

Before working with chemicals, you must:



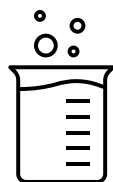
Complete additional chemical safety training



Be inducted into the lab space with the Space Owner or PI



Write a COSHH (chemical risk assessment) with your supervisor.



Follow the steps on how to order a chemical [here](#)

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Ionising & non ionising radiation

You need to receive specific instrument training for equipment that can produce ionising radiation or for a source that will be used.

Once you have completed training to ensure you are competent your name will be added to the list of authorised users by the person responsible for the instrument.

All users of lasers in classes 3B and 4 must be registered with the University Laser Safety Officer and must attend safety training or demonstrate suitable prior experience.

Contacts:

Radiation Protection Officer/University Laser Safety Officer - TBC

Department Radiation Protection Supervisor John Duffy (J.A.Duffy@warwick.ac.uk)

[Artificial Optical Radiation Safety](#)

[Ionising Radiation Safety](#)

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Good Lab Practice & Lone Working Policy

Follow all H&S signage, training and PPE requirements

Take regular breaks

Keep your workspaces clutter free and tidy

Remember to **label your samples**

Stop or improvement notices will be issued if areas are messy and unsafe, and you will not be able to continue with your work until issues are rectified.

Lone working is defined as working where you cannot easily and quickly be heard or seen in the event of an accident. Lone-working in laboratories and workshops should be avoided wherever possible.

Postgraduates may not work alone unless they have prepared a lone working risk assessment together with their supervisor.

[Link to the University Good Lab Practice Guide](#)

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Travelling and Working Overseas



[Insurance](#) is provided by University (please check travel conditions). This is for Business travel only!



Notice of oversea travel is required before travel commences. Travel risk assessments are required for some countries.



Please refer to the [link](#) for more information

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What to do now?

You must complete the following mandatory training:

1. H&S Induction
2. Fire Safety Training
3. DSE (where applicable)

Where applicable to your work:

Introduction to Risk Assessments

Chemical Assessment and Laboratory Safety Awareness

**Please note this list is not exhaustive. All training courses can be found using the link on this slide.*

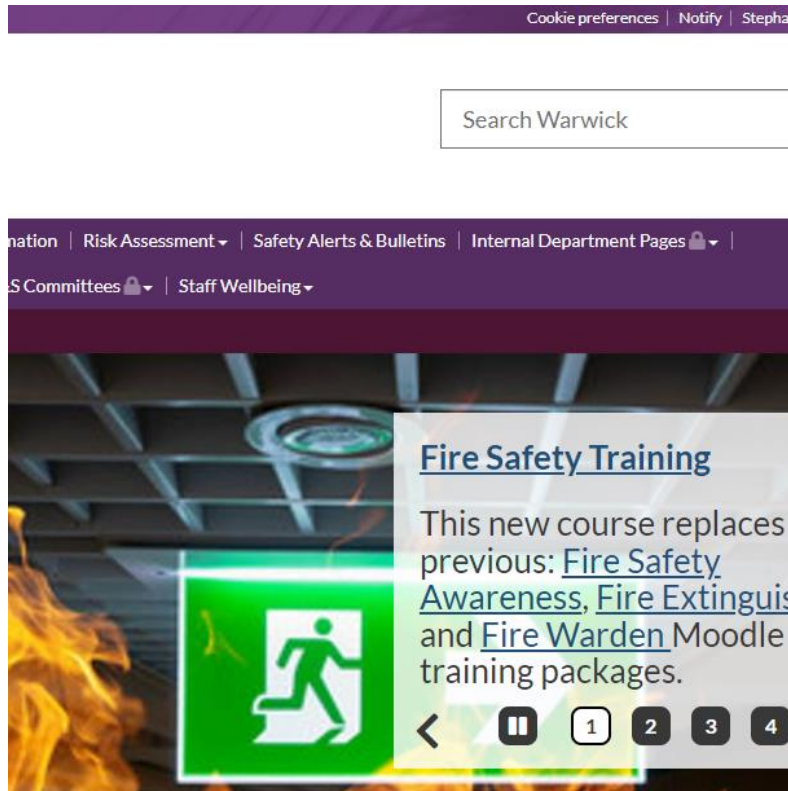
Worth Considering:

RA, COSHH and SSOW Workshop – booking form (Useful for practical lab/workshop projects).

[Link to Training Courses](#)

Useful links

UoW H&S Services Webpages



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ation | Risk Assessment | Safety Alerts & Bulletins | Internal Department Pages |

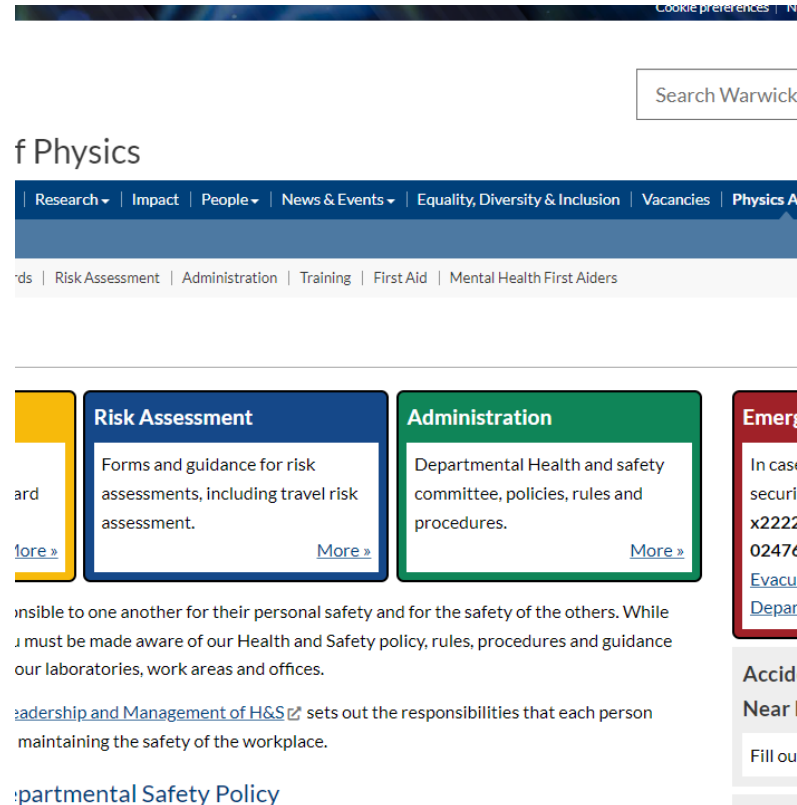
S Committees | Staff Wellbeing

Fire Safety Training

This new course replaces previous: [Fire Safety Awareness](#), [Fire Extinguisher](#) and [Fire Warden Moodle](#) training packages.

1 2 3 4

Physics Department H&S Webpages



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Physics

Research | Impact | People | News & Events | Equality, Diversity & Inclusion | Vacancies | Physics A

ds | Risk Assessment | Administration | Training | First Aid | Mental Health First Aiders

Risk Assessment

Forms and guidance for risk assessments, including travel risk assessment. [More »](#)

Administration

Departmental Health and safety committee, policies, rules and procedures. [More »](#)

Emergency

In case of security x2222 02476 [Evacuation](#) [Depart](#)

Accident Near [Fill out](#)

...nsible to one another for their personal safety and for the safety of the others. While ... must be made aware of our Health and Safety policy, rules, procedures and guidance ... our laboratories, work areas and offices.

[Leadership and Management of H&S](#) sets out the responsibilities that each person maintaining the safety of the workplace.

Departmental Safety Policy

Useful Department Contacts

Health and Safety Officer – Stephanie
Andrews-Brown
(Stephanie.A.Brown@warwick.ac.uk)

Compliance Officer (Physics) – Keith
Jewkes (K.Jewkes@warwick.ac.uk)

Compliance Officer (H&S
Department) - Monika Prokešová
(m.prokesova@warwick.ac.uk)

Technical Services Manager – Robb
Johnston
(Robb.I.Johnston@warwick.ac.uk)

General Enquires
(PhysicsHealthSafety@warwick.ac.uk)
University Radiation Protection Officer – TBC
Support RPO – TBC through Aurora
Radiation Protection Supervisor Jon Duffy
(J.A.Duffy@warwick.ac.uk)
Chair of Safety Committee Tom Hase
(T.P.A.Hase@warwick.ac.uk)