

# Health & Safety Matters

December 2022

**WARWICK**  
THE UNIVERSITY OF WARWICK

## Fire Procedures

Now the university has embraced hybrid working, the traditional role of Fire Warden is varied across all departments.

To ensure we safely evacuate our buildings during a fire alarm activation all staff members shall support an evacuation of the building in a timely manner. Staff are encouraged to clear their own areas of responsibility and support departmental fire wardens, by ensuring everyone leaves the building safely and in a timely manner. We all have a small part to play in a building evacuation and to keep our community safe.

## Automated External Defibrillator (AED) moodle

The [Automated External Defibrillator \(AED\) moodle](#) was launched this month and this course is for any staff and students who are interested in finding out more information regarding Automated External Defibrillators (AEDs).

It only takes 45 mins to complete and could help save a life – use the link above to view the course



## Merry Christmas

*Health and Safety Services wishes everyone a Merry (and safe) Christmas.*

Over the Christmas shut down, departments should be switching off equipment where possible and leaving the departments tidy and in a safe condition for everyone's return in the New Year.

Those who need to remain on campus should be reminded that working alone in high hazard spaces is not permitted during this time.



## Driving For Work

The University Driver and Vehicle Safety Policy has been reviewed relating to driver's fitness to drive, health surveillance, driver's licence requirements, specialist vehicles and reporting of road traffic incidents.

The policy is published on the Transport and Mobility pages available via the link: [Driving For Work \(warwick.ac.uk\)](#)

### Driving For Work

It has been estimated that a third of all road traffic accidents involve someone who is at work at the time. Health and Safety legislation applies to journeys if the driver can be considered at work or on University business, including academic activities.

Driving for Work covers those staff who drive either regularly as part of their normal job role, or occasionally for business travel, including academic activities, either on or off campus. This includes driving vehicles that are owned or leased by the University, and privately owned vehicles that are used by the employee. Driving for Work does not include commuting to and from work unless travelling from their home to a location which is not their usual place of work. The University's arrangements for the management of its fleet of vehicles are set out in 'Management and Operation of University Vehicles'.

There are three risk factors that need to be addressed with regard to occupational road risk:

- the driver
- the vehicle and
- the journey

Anyone driving while on University business must drive safely and not put themselves or others at risk. The Highway Code must be observed at all times. This includes legal compliance with all speed limits, wearing seatbelts where fitted, in vehicles, prohibition of the use of hand held mobile phones and the prohibition of smoking in company vehicles. Guidance for drivers in an emergency situation is also provided.

These pages provide information and instruction regarding the risk factors:

- Driving and Vehicle Safety Policy or
- Driver Health Policy
- Vehicles on Campus
- Driving Abroad
- Use of Privately Owned Vehicles
- Driving University Vehicles
- Minibuses
- Vehicle Safety Checks
- High Mileage Drivers
- Scheduling
- Guidance for Drivers

## Employee Assistance Programme (EAP)

health assured

Employee Assistance Programme

A 24 hour helpline from Health Assured to support you through any of life's issues or problems.

The Health Assured EAP is an employee benefit designed to help staff members deal with personal and professional problems which could be affecting their home or work life, health and general wellbeing. Confidential support is available and, dependent on the nature of the issue, counselling or information services can be provided by fully qualified professionals.

[Please view the EAP leaflet for more information](#)

Useful links

[Health & Safety webpages](#)