

# HEALTH & SAFETY MATTERS



October 2019 Newsletter

## FIRST AID

In the event of a serious illness or injury on campus call (024765) 22222, and not 999. Please make yourself aware of your local First Aiders. Posters should be displayed locally and your local induction should outline how to access First Aid when on site.

## INCIDENT & NEAR MISS REPORTING

SHE Assure was launched in April 2019 and is the University's system for reporting incidents and near misses - see overleaf for more details on how to report an incident/near miss.

## H&S CHECKLIST

The University Health and Safety checklist is designed to help Heads of Department assess their department's health and safety arrangements against the University requirements. This year's checklist will be emailed to all Heads of Department shortly.

## TIPS ON STAYING SAFE AROUND CAMPUS

Please stay safe when making your way around Campus.

- Put lights on to your bike, so that others around can see you, even more now since it is getting darker earlier and getting close to winter
- Avoid wearing dark clothes at night, so that you can be easily seen
- Use pedestrian crossings where possible
- Look both ways before crossing

To download the University 'Cycling and Pedestrian Safety' Leaflet click on the image.

**SAFECYCLING DOs & DON'Ts**

- DO WEAR BRIGHT/FLUORESCENT CLOTHING
- DO WEAR A CYCLE HELMET
- DO KEEP BOTH HANDS ON THE HANDLEBARS
- DO USE WHITE FRONT & RED REAR LIGHTS & A RED REAR REFLECTOR
- DO ENSURE YOUR BIKE IS REGULARLY MAINTAINED
- DO OBEY TRAFFIC LIGHTS AND GIVE WAY TO TRAFFIC FROM THE RIGHT AT ROUNDABOUTS
- DO CYCLE ON THE LEFT-HAND SIDE OF THE ROAD
- DON'T WEAR DARK CLOTHING
- DON'T CYCLE ON THE PAVEMENT
- DON'T TALK ON YOUR MOBILE WHILST RIDING

Make sure you are familiar with the Highway Code for Cyclists  
<https://www.gov.uk/rules-for-cyclists-59-to-82>

**BE SEEN...BE SAFE**



## INDUCTION TRAINING

It's the start of term - if you are new to the University there are mandatory e-learning courses available to you that you need to self-enrol onto:

- Health and Safety General Induction
- Fire Safety Awareness

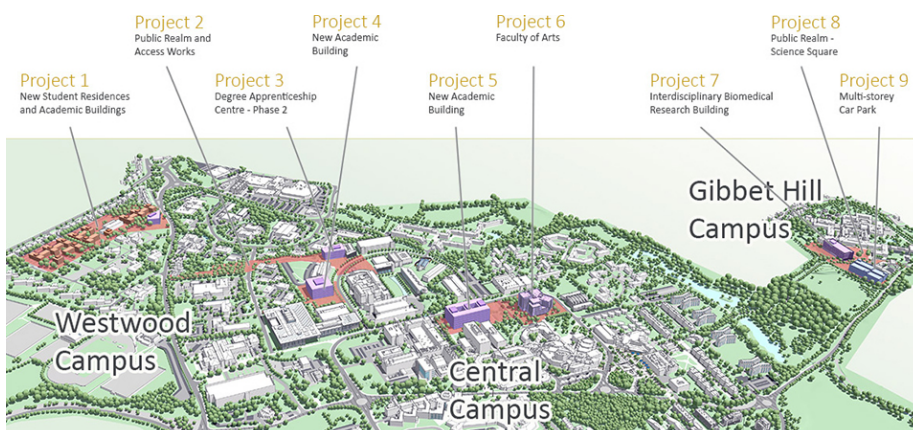
Other courses available include:

Accident, Incident and Near Miss recording, investigation and reporting  
Working at Height (ladders and stepladder safety)  
Chemical Safety Awareness

We also run NEBOSH Award Courses for staff who have a line management function and dates are always being added via this webpage <https://warwick.ac.uk/services/healthsafetywellbeing/training/>  
Click on this section to take you to the H&S Training webpage.

## CAMPUS DEVELOPMENTS

The University has published its plans for building a 'Campus for the Future' which outlines campus development projects to 2022. Whilst construction work is taking place, please adhere to the safety signage displayed around campus including diversions to footpaths and cycle routes. For more information on these projects click anywhere on this section.



## INCIDENT & NEAR MISS REPORTING

The University has invested in a new Incident/Near Miss reporting system called SHE Assure.

The University actively encourages incident and near miss reporting. Anyone who observes an unsafe act or unsafe condition, or an accident which is related to a University activity is able to log a record by answering a few simple questions on the report form. Should you wish to remain anonymous, this is also possible.

Don't forget to add details of any Estates Service Centre docket number if you have raised one.

This would be relevant if something needs to be fixed by our Estates Technicians. More information on Estates Services via their Service Centre, can be found: [https://warwick.ac.uk/services/estates/service\\_centre/](https://warwick.ac.uk/services/estates/service_centre/)

Click on this section for access to the incident/near miss reporting system or visit the Health and Safety homepage: <https://warwick.ac.uk/services/healthsafetywellbeing>

## OVERSEAS TRAVEL

The University has teamed up with **WorldAware** which can provide both staff and students with up-to-date SMS Travel Alerts relating to any travel destination(s) that they subscribe to. Those travelling overseas must complete a risk assessment before travelling. To help you do this, the University has published a Practical Guide on Overseas Travel.

Click on this section to obtain further information or go to: [https://warwick.ac.uk/services/healthsafetywellbeing/guidance/travel\\_health](https://warwick.ac.uk/services/healthsafetywellbeing/guidance/travel_health)