

# Health & Safety Matters

December 2016

WARWICK  
THE UNIVERSITY OF WARWICK

## Christmas Lights at Work

If you are considering the use of Christmas lights at work over the festive season please ensure, wherever possible, that battery powered lights are used to eliminate the risk associated with trailing leads and to minimise the potential for ignition. Where there is no option but to use powered lights they should ideally be LED lights, and CE marked. All mains powered lights used at the University must be visually inspected and PAT tested before use, as should any extension leads used. The use of extension leads must be minimised and care should be taken not to create tripping hazards or to overload sockets.

## OPeRA and ordering high hazard items

The OPeRA system or e-Procurement system that many Departments use for ordering materials has built-in functionality for a hazard analysis to be conducted at the ordering stage for hazardous items, including high hazard machinery, lasers, drugs, gases, chemicals and biological materials. Anyone placing an order for such high hazard items must conduct such a hazard analysis at the requisition or ordering stage.

The ['Purchasing Laboratory Substances and Equipment'](#) webpages provides guidance for anyone involved in the purchasing process of such items and includes a link to an e-learning package which will take you through the steps required. Anyone who has a responsibility, from a person placing an order through to those approving them within Departments must understand their own role and how to select the appropriate:

- Material Group
- Hazard Level (Low, Medium or High)

Those involved in the purchase need to consider whether the space is suitable for the material and what facilities may be required. Consider:-

- extraction
- storage inc. compatibility with other materials,
- conflicts with other work going on,
- any susceptible individuals

**before** the order is approved. If you don't know how to do this, [follow the link above!](#)

## Health and Safety Policy

The new Health and Safety Policy for the University has now been signed and is available via the [Health & Safety homepage](#).

This policy should be made available to all University staff and discussed at local team meetings.



## Cycling Safety

With the nights being darker for longer it is important that you are visible to others - use lights when cycling and also think about wearing something light and reflective.



**Make sure you can be seen!**

[Cycling at Warwick](#)



## Christmas Safety at Home



Warwick University H&S Department wishes that everyone enjoys their Christmas, but would just like to highlight the potential dangers associated with fairy lights, especially when used in combination with natural Christmas trees in the home. Check your Christmas tree lights are in good condition before use and turn them off before you go to bed. Keeping your tree's trunk in water can also prevent a fire from taking hold as the tree will not dry out as quickly.

[YouTube Christmas tree fire](#)

## New Health and Safety Staff

Two new Health and Safety Officers (HSOs) joined the University in November to support the School of Life Sciences/Warwick Medical School and the Physics Department: Mary Bagnall and John Horsler respectively.

A further HSO will be joining WMG in January.

For more information about these new appointments see ['Meet the Team'](#) from the University Health & Safety homepage.

Useful links

[Report all incidents and near misses](#)

[Health and Safety Webpages](#)

[Need advice on health & safety](#)