

Health & Safety Matters

December 2017

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.

For more information about Electrical Safety and PAT testing see '[Electrical Safety](#)' from the University Health & Safety webpages.

Planned Fire Drills

October 2017 saw the launch of Planned Fire Evacuation Drills across all University of Warwick academic buildings. The plan is that all academic buildings will have a fire drill by the end of April 2018.

Christmas Housekeeping

Over the Christmas shut down, please could we remind all departments to switch off equipment where possible and remove unnecessary items.

Health and Safety Training

A [Health & Safety Induction Course](#) was launched on the eLearning system in June 2017. Can all staff ensure all new members staff and students are signposted to and complete this mandatory eLearning training.

Additionally a [Risk Assessment](#) eModule course is now live and has been officially launched. It covers the basic knowledge to competently write a risk assessment.

Health & Safety Policies

A number of new University Health and Safety Policies are shortly to be approved by the University.

The University of Warwick Health and Safety Policy Statement and the new topic based health and safety policies which are listed on the [Draft Policies for Comment](#) webpages, once approved, will be made available to you on the [A-Z Health and Safety](#) webpages. Keep a look out for these being made available to you shortly!

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.

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 (HSO's) joined the University to support the Warwick Manufacturing Group and the Engineering Department: Bal Beesla and Ian Rose respectively.

A Health and Safety Training Officer and an Administration Officer have also joined the Department: Steven Leemoon and Mayur Patel respectively.

Additionally a Senior Health and Safety Adviser and a Fire Safety Adviser have been appointed: Graham Hakes and Simon Watson respectively.

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 & Safety webpages](#)

[Need advice on health & safety](#)