

Health & Safety Matters

May 2017

WARWICK
THE UNIVERSITY OF WARWICK

Purchasing Machinery and Equipment

When purchasing machinery or equipment it is important that you follow the University policy. It is also important that you are aware of the need for work equipment to be CE marked where necessary, and the requirement for you to carry out a written risk assessment where the equipment could introduce significant risks **before** you put any equipment into use. You need to consider the operator, others (including vulnerable groups) and the workplace or environment. Specific information can be found from this [link](#).

Health and Safety Policies

6 new health and safety policies have been launched. These relate to Working with Lead, Working at Height, Permits to Work, Work Equipment, Lifting Operations and Legionella/Water Quality and can be found using this [link](#) which is available from the Health, Safety & Wellbeing homepage. Departments are required to generate their own local arrangements to support these policies, outlining who may have specific responsibilities and how they will work in accordance with the overarching University policy.

Travelling Overseas on behalf of the University?

A link to a travel risk assessment form has been made available from the [Travel and Health Overseas webpage](#). The final version, supporting guidance and templates to collate itinerary information will also be available soon.

Portable Heaters

The use of portable heaters is **not** permitted unless supplied as a temporary measure by the Estates Department. If any building on campus (other than rooms specifically designed to be cold) have not met a minimum temperature of 16 degrees C please contact the [Estates Helpdesk](#) who will investigate the problem.

Think of others when disposing of waste!

There have been a number of reported incidents recently involving staff being cut by wire and glass that have been disposed of within the normal general waste stream (black bag). If you have waste that could protrude from a plastic bag, speak to a member of staff to determine the best method of disposal.

First Aid

In the event of illness or injury at work in the first instance always call a local first aider for help or assistance, or, particularly if out of hours and based on main campus, call Security on 024765 22222 (or x 22222 from a University phone). A local list of first aiders should be displayed in each area of the University on a poster. Otherwise, a full list of first aiders can be found [here](#). If you are a first aider and you change your work location, or are intending to leave the University, you must let us know so that the online first aid list can be kept up to date and others trained if needed.

Disposal of personal syringes and needles

If you need to carry your own needles and syringes for personal administration of prescribed medication it is important that you carry with you your own needle waste bin, so that you can safely dispose of your waste and so that waste needles do not become a risk to others. Never dispose of needles in bins located in WC's

New Water Hygiene Manager

Richard Howard has recently taken up the appointment of Water Hygiene Manager within the Estates Department. Richard will be working closely with departments to ensure that risks associated with legionella production and proliferation within water systems are minimised. Departments will need to identify infrequently used water outlets and high risk water related activities as part of the risk assessment process.

Faculty Accident and Incident Data

Health and Safety incidents reported to the Health and Safety Department by Faculty have been published and are available [here](#). The information available can be filtered by date, department, incident causation etc, and have been made available to help Departments to develop their own health and safety improvement programme. The information is updated quarterly.

Useful links

[Report all incidents and near misses](#)

[Health and Safety Webpages](#)

[Need advice on health & safety](#)