1. Introduction

The Facilities Directorate (FD) takes health and safety very seriously. We are committed to high standards, and it is our policy to continuously improve on these standards in order to maintain a safe environment for our staff, contractors, students and the general public.

As employees of the FD, you have a major impact on our health and safety standards. It’s through your diligence that we have a safe and healthy working environment, but we need your help to make sure it stays that way. If you don’t raise your health and safety concerns or suggest improvements for how we can do things better, then we can never maintain or improve our standards. The fact is, your contribution is essential.

Our online document management system, EQMS, holds all of the Facilities Directorate Health and Safety documentation. This document is a guide for those working within the Facilities Directorate who do not have frequent access to computers and therefore may not be able to access the online Health and Safety Management System on a regular basis.

My commitment to health and safety, and the commitment of the FD Heads of Service, are outlined in our Health and Safety Policy Statements. These are reviewed and updated on a biennial basis and are available on noticeboards across the FD.

Health and safety is owned by everyone working within the Facilities Directorate – we all have our part to play. If you have concerns about health and safety within your area of work, or you have suggestions on how we can make things better, then please contact your line manager or a member of the FD Health and Safety team (contact information is available in Appendix A).

2. Why bother with Health and Safety?

2.1 Health and safety law places a duty of care on:
- Employers
- Employees
- Suppliers and contractors
- Self-employed people
- Building owners and managers.

2.2 The University environment can contain a variety of hazards. There are hazards across all areas of the Facilities Directorate and all activities, whether you are undertaking maintenance in laboratories or cleaning them, working with contractors or working in offices, workshops or sports facilities. Failure to work safely can result in:
- Injuries or illness to yourself or colleagues.
- Financial effects due to lost wages for workers or lost output and higher insurance costs.
- Disruption to work schedules and additional strain on yourself and work colleagues.
- Disruption to teaching and research
- Risks to students and the general public

2.3 If you do not feel fit for work please inform your line manager or supervisor

3. Risk Assessments

3.1 Everyone working in the Facilities Directorate should have a risk assessment in place, applicable to their activities. Dynamic risk assessments should be undertaken in the event of unexpected or unusual activities. These do not have to be written down formally, however individuals should consult with their line manager or a member of the FD Health and Safety team if they are unsure about any necessary control measures.

3.2 It is the responsibility of Line Managers to make sure everyone in their team is aware of their risk assessments and the control measures in place.

3.3 Risk assessments do not need to be long or complicated! They simply need to identify the potential hazards you may face in your work, and the measures that should be put in place to reduce the risk of an accident occurring.

3.4 Risk assessments should be sensible and address realistic risks. It’s impossible to scope out every possible scenario, so focus on the clear hazards in your activities, how they might affect you and others, and the sensible control measures that should be put in place to protect you.

3.5 Risk assessments and other relevant guidance should be shared with employees prior to them performing their work activities.

3.6 It’s important that you comply with the information, instruction and training given. These are provided for your own safety.

3.7 If you are unsure about risk assessments or feel the risks of your job have not been communicated and you need additional advice or training, please contact either your line manager or a member of the FD Health and Safety team.
4. Fire Procedures

4.1 Employees should receive a site specific induction on their first day of work which will include procedures for the safe evacuation, and the local assembly point. Mobile workers should ensure they are aware of local fire procedures and exit routes. Those working within plant rooms, voids or roofs should make sure that their supervisor is aware of where they are.

4.2 When a fire is discovered, the fire alarm should be activated as soon as possible, without putting yourself at risk.

4.3 Security and Emergency Services will also need the following information:
- The exact location of the fire
- The location of any trapped people
- The type of fire (including the type of fuel involved)
- Any hazardous substances that may be involved such as gas cylinders or chemical stores

4.4 Employees must only use the firefighting equipment where they have specifically been trained to do so and should not attempt to put out the fire unless it can be done safely.

4.5 Evacuate the building, report to the assembly point, and await further instruction.

4.6 On hearing the alarm, leave the building, encouraging others to do the same. If operating machinery or equipment turn off before leaving the area.

4.7 All employees should maintain high standards of housekeeping by minimising the accumulation of rubbish and ensure access to emergency escape routes, exits and fire-fighting equipment is kept clear at all times.

5. First Aid

5.1 First aid equipment is available across the FD. It is the responsibility of designated local managers to ensure the contents are reviewed and expired contents are replaced.

5.2 Contact numbers and names for first aiders in your work area will be prominently displayed and employees will be told where these notices and equipment are during their induction.

5.3 If employees are working out of hours and need first aid, or a first aider is unavailable in the locality then call Security Services by dialling: 0113 343 2222

5.4 When an emergency happens.

**Check the situation**
Assess the scene and try to act quickly. Calmly analyse what has happened. This will help you to decide what to do first, and if there are any immediate dangers, such as live electricity or fire.

**Be safe.**
If it is safe to do so, see if you can remove the danger from the injured person, or remove the injured person away from the danger.

Never move an injured person if you suspect that they may have sustained neck or back injuries, unless their life is in immediate danger, as you may make the situation worse.

**Check the injured person.**
Check for signs of life, are they breathing?
Check their airway to ensure it is not blocked.
Call for help. Get help from someone, ask them to call security on (343) 2222 then call 999 or, if off campus, call 999 straight away.

6. Accident Reporting

6.1 All accidents or environmental incidents, no matter how slight, must be recorded. They can be recorded either via an accident/environmental incident form/ book (the forms should be given to Supervisors or Line Managers) or directly onto Sentinel, the University’s online reporting system.

6.2 An environmental incident is an event that could result in temporary or permanent effects on the environment e.g., a chemical or oil spillage.

6.3 The responsibility for reporting certain injuries, diseases, and dangerous occurrences to the Health and Safety Executive (H.S.E) is delegated to a designated officer within the University Health and Safety Services department. Therefore, it is essential that all accidents are logged as soon as possible using the Online Accident and Incident Report system (Sentinel).

6.4 If an environmental incident cannot be immediately rectified and is at risk of causing significant contamination to porous ground, surface water drainage, local water courses or a large release of emissions to air, then the help desk must be contacted as a matter of urgency, or security contacted when the help desk is closed. A member of the Sustainability Service and Health & Safety Team must also be contacted as soon as possible.

6.5 If a non-employee is injured on site they must report this immediately to the manager or supervisor of the section/site who will ensure the accident form is completed in the same way as if for an employee. All forms should be forwarded to the manager. Visitors and contractors should also notify their own employer where applicable.

6.6 Any accident/incident/environmental incident or near miss occurring on University premises must be reported to the manager, supervisor of the section/site by the employee or non-employee immediately. If any significant injury occurs please contact the FD Health and Safety team immediately.

6.7 A post-accident/incident/environmental incident/ near miss investigation needs to be conducted by the manager or, in the case of a serious incident, a member of the FD Health and Safety team (in combination with Sustainability Service for environmental incidents). Employers and non-employees will be required to co-operate with any investigation.
7. Training

7.1 It is the responsibility of FD managers and supervisors to ensure that employees receive training that is relevant for the work activity they are undertaking including environmental management training.

7.2 Training needs should be reviewed annually during SRDS review. All health and safety training requirements are captured on the FD training matrices.

7.3 As an employee you must attend the training courses that have been allocated to you; these will have been agreed as integral to your job role and activities.

7.4 All training activities must be documented and records kept.

8. Staff Inductions

8.1 Managers are to ensure that new employees for whom they are responsible complete the University induction process within 2 weeks of starting and are made aware of all FD and service specific health and safety and environmental information, including first aid and fire arrangements.

9. Work Experience Trainees/Students

9.1 Work experience trainees/students adopt the same principles as outlined for staff. If work experience trainees/students require further information, or are concerned about a particular health and safety topic then they should in the first instance raise this with their line manager.

10. Out of Hours Working and Emergency Call Outs

10.1 Managers/Supervisors are to ensure that when their team members are required to work out of hours that they have specific risk assessments in place for the tasks to be undertaken.

10.2 The assessments should consider:

- Lone working implications, for example, emergency arrangements and potential for violence or aggression from others.
- Fire and first aid provision
- Rest periods between working duties
- Confined spaces, roofs and service ducts

10.3 Essentially, those working out of hours should not be subject to additional health and safety risk compared to those working standard hours. If any employee feels that their health and safety is at risk, please contact a member of the FD Health and Safety team.
11. Lone Working, Violence and Aggression

11.1 A risk assessment must be in place for anyone undertaking lone working activities – lone workers should not be placed at more risk than other employees.

11.2 If you believe you are at additional risk because you are lone working, then please inform your line manager that you would like to review the risk assessment.

11.3 A generic lone working risk assessment is available; however, as with all risk assessments it must be tailored to fit with specific work activities and communicated to employees. Please contact a member of the FD Health and Safety team for more information if required.

11.4 No one should be subjected to violence or aggression at work. If you feel threatened, security should be contacted on 32222 or, if off campus, call the emergency services. Any instance of violence or aggression should be reported to line management immediately.

11.5 Any instances of violence and aggression, including threats and abusive language, should be captured onto the online accident reporting system, Sentinel.

11.6 De-escalation training is available from our Security Services team for anyone who may be come into contact with aggressive individuals within the course of their work activities.

11.7 Violence and aggression between colleagues, including threats and abusive language, will not be tolerated. This is managed via the HR policy, ‘Dignity and Mutual Respect’. Individuals undertaking such behaviour will be subject to standard disciplinary routes.

12. Mobile Workers

12.1 Mobile workers should not work alone unless a risk assessment has been carried out identifying suitable controls. They should report to the relevant individuals on the sites they are working at, to make them aware of their presence and should familiarise themselves with the local fire precautions, in particular the fire call points, the escape routes and the assembly points.

12.2 If first aid is required and assistance is not readily available – call Security Services on 0113 343 2222. Off campus please call 999, and then call security services. As soon as practical following the incident the relevant supervisor or line manager should be informed.

12.3 Mobile workers should observe department warning/hazard notices/signs, and if unsure stop and inform their line manager.

13. Agency Staff

13.1 Managers responsible for employing agency staff are to ensure that the agency workers are competent to carry out the activities assigned to them.

13.2 Inductions should be started in the first 2 days of employment. Agency employees employed for a period of 3 months are to receive the same training as permanent staff.

13.3 Although agency employees are paid directly by the recruitment agencies, we have equal joint responsibility for their wellbeing. When requesting staff from an agency, specific details of task activities should be given, together with risk assessments for those tasks. Ideally it should be checked that agency staff are adequately trained before employing them and are aware of their health & safety, and environmental responsibilities. Evidence of training and experience should be obtained.

13.4 Agency Workers must have the same PPE as all other employees undertaking the same role. This should be provided by the University (if not provided by the Agency itself) and be subject to the same checks as PPE used by staff.
14. Manual Handling

14.1 In order to minimise the risk of accidents, injuries and ill health, managers should ensure that risk assessments are completed for all significant or hazardous manual handling operations.

14.2 As an employee involved in manual handling operations you should receive training on safe handling techniques and reducing risks by the use of mechanical and lifting aids such as trolleys. If you have not received any manual handling training, or believe you need a refresher, please inform your line manager.

14.3 You should be aware of your own physical capabilities and always ask for assistance when required. At no stage should you put yourself at additional risk by proceeding with a task which you feel uncomfortable with. You should ensure your manager is aware of any health issues which may affect your ability to lift or carry.

14.4 You can injure your back lifting and moving objects. It’s very important to make sure that you understand how to do it properly.

- Adopt a stable position
- Soft hips and knees
- Stand up smoothly keeping joints in mid-range
- Maintain control of the load and ensure you keep your arms close to your body.
- Always keep your back as upright as possible and relaxed
- Keep the load close
- Don’t bend
- Transfer weight effectively between your legs.
- Keep your head up when handling – look ahead, not down at the load once it has been held securely

14.5 Pushing and Pulling

- Before you use a trolley, cart or sack truck, check that it is in good condition.
- Ensure that the wheels can move freely and free from shrik wrap and string etc. The effort required pushing or pull will be larger, if conditions are not perfect (eg wheels not in the right position or a device that is poorly maintained).
- Keep the handle between shoulder and waist
- Try to push rather than pull when moving a load, provided you can see over it and control steering and stopping.
- Soft, uneven surfaces and slopes require more effort and you may need assistance to push loads.

14.6 If you have to carry bags or containers, do not allow them to bang against your legs as there may be sharps within the bag.

14.7 Do not overfill containers, trolleys or sack trucks and ensure when loading trolleys or other mechanical aids the height of the load is not obscuring your view.

14.8 Think first! Avoid the inclination to get straight into lifting an object. It’s a good idea to consider the following first.

- Can it be avoided?
- Is the load heavy, hard to grasp, or in a fragile state?
- Is it in my physical ability to do this task?
- Do I need assistance?
- Are there any appropriate aids to help me?
- e.g. Trolley sack wheels
- Where am I taking the load to? Is it a long distance, are there height restrictions, a tight space, stairs, is the route slippery?
- Am I wearing the right footwear?

16. Electrical Safety

16.1 All staff should carry out a simple visual inspection of electrical equipment before they use it. You should look at the condition of the plug, cable and case of the equipment you are using and check for signs of damage or scratching.

   Please note that block adapters are banned across the FD.

16.2 You should also check that the equipment carries a dated Portable Appliance Test (PAT) sticker to show that the equipment has been formally tested and that the test period has not expired.

16.3 Any faults should be reported to your line manager or supervisor and the equipment must be taken out of use immediately, and labelled as faulty. If considered necessary the plug should also be removed. The equipment should not be used until it is repaired and then tested by a competent person.

16.4 Electrical power tools used in maintenance or construction setting should operate on 110v. Where electrical equipment is not able to operate on 110v, although ideally batteries should be used.

16.5 Some equipment may need additional electrical safety features such as a Residual Current Device (RCD) or circuit breaker. Speak to the FD Health and Safety team if you are unsure.

16.6 Never run extension leads or any electrical cabling across doorways, underneath carpeting, over sharp edges or any other area where they can be crushed or become damaged. If you see electrical leads which are frayed or split, make sure you report them to your supervisor and DO NOT USE.

16.7 DON’T plug in more than one extension lead or overload plug sockets.

16.8 Do turn equipment off fully at the plug, when not in use; don’t leave it on to overheat.

15. Work Equipment and Machinery

15.1 Prior to obtaining new or second-hand equipment, managers should seek advice from the FD Safety Team to ensure it is compliant with Health and Safety law. When relevant, the re-use@leeds site should be checked to see if equipment is available elsewhere at the University.

15.2 Managers should ensure that all work equipment and machinery is maintained in accordance with the manufacturer’s instructions. Records of maintenance should be kept. Maintenance should only be carried out by competent persons.

   Don’t attempt maintenance or repairs unless you are trained and authorised to do so.

15.3 You should have received adequate instruction and training to ensure you can use work equipment safely. If you have not received training or instruction ask your supervisor.

15.4 As an employee you should carry out checks prior to using any work equipment or machinery, ensuring it’s safe to use. Important checks include ensuring any guards are in place and there is no visible damage. If there is any damage or faults DO NOT use the equipment and report it to your supervisor or manager.

15.5 Some items of machinery must not be used unless an individual is trained and authorised to use it, for example, abrasive wheels and guillotines. If you need to use a piece of equipment for your role then please ask your line manager to arrange training for you.

Remember - Head, hips then knees
17. COSHH (Control of Substances Hazardous to Health)

17.1 COSHH assessments should be in place for all hazardous substances. Please contact your supervisor, line manager or a member of the FD Health and Safety Team if you are working with hazardous substances but have not seen a COSHH assessment. Below are symbols you may find on products that will indicate a COSHH assessment may be necessary. You should have received training on how to use any hazardous substance in line with the available COSHH assessment.

All COSHH assessments must identify the correct disposal route for hazardous substances. Hazardous substances must not be disposed of via drainage systems, skips or general waste and this must be communicated to all contractors working on site.

Spill kits should be available on all vehicles carrying chemicals. Before purchasing a hazardous substance you must be mindful of the potential impact on Health & Safety and the environment and always purchase a less harmful alternative if possible. If you are unsure whether a substance is hazardous or not or have questions relating to disposal please contact Health & Safety or Sustainability.

17.2 Where Local Exhaust Ventilation (LEV) is in place e.g. the woodwork shop or welding bay, the section manager should ensure that they are examined and tested on a regular basis – no longer than every 14 months, and records kept. The Mechanical Technical Officer (Estates) will ensure examination take place and therefore must be informed when new or replaced LEVs are in place, this includes portable LEVs.

17.3 Personal Respiratory Equipment (RPE) should be of the correct type for the hazard encountered; advice should be sought from the FD Health and Safety Team. The equipment should be kept in a good condition and defects reported to your line manager immediately.

17.4 Reducing the Risks from Substances

As an employee or agency workers you must cooperate with your manager/supervisor. This includes following the safety training and instructions you have been given on safe use of chemicals this may include wearing the correct personal protective equipment (such as gloves and goggles) provided and report any defects immediately.

- Always follow the instructions provided on the product
- A COSHH assessment should be available for any hazardous substance being used with key safety information you should follow including the appropriate personal protective equipment (PPE) and ventilation requirements
- Keep chemicals in the original containers or only decant to specific containers i.e. labelled spray bottles. Chemicals should be stored securely to prevent unauthorised use. When appropriate (such as large quantities of chemicals or oil), hazardous chemicals and oil must be stored in bunded cabinets. Chemicals should be separated according to compatibility, with storage located away from drains in case of fire or spillage
- Always practice good personal hygiene when handling substances

17.5 Report any health effects encountered from handling and/or using chemicals. Ill health effects can happen with one exposure, e.g. irritation of the eyes when bleach is splashed in them, or after repeated exposures, e.g. a dermatitis reaction which happens over a period of time

17.6 Report any changes in your health, including breathing difficulties or changes in your skin condition, to your manager.

17.7 After clearing up after an accidental spill of hazardous chemicals all of the contaminated spill kit must be treated as hazardous waste and sent to processing as part of the hazardous waste stream.

17.8 Any spill that has led to contamination of soil or accidental contamination of seawater must be reported as an environmental incident. Any significant spill or any risk of contaminating ground water which includes surface water, surface water drainage, ponds, streams and rivers must be contained as soon as possible and relevant persons contacted as outlined in 6.4.

18. Noise

18.1 Working in noisy environments can damage hearing in both the short term and long term. As a rule of thumb, if you are exposed to noise levels that require you to shout to be heard at a distance of 2 metres then a noise assessment should be made and advice sought from the FD Health and Safety Team.

18.2 Occupational Health can now carry out hearing tests and all employees are encouraged to inform their line manager if they believe their work activities have had a detrimental effect on their hearing.

18.3 The Noise at Work Regulations places limits of exposure time to harmful noise. If you believe you are working in an area that is consistently noisy then please let a member of the FD Health and Safety team know. We will conduct a noise assessment of that area to assess if there is a risk to you.

18.4 If you are required to work in noisy areas, there are a range of hearing protection PPE options available to you. These range from ear plugs to ear muffs. No employee should be working in a noisy area without ear protection, and if necessary, with time limits on working in those areas.
19. Permit to Work & Access Authorisations

19.1 The FD and the wider University have identified a small number of work activities and locations that present particular hazards. These are subject to further controls, namely the issue of a Permit to Work or Access Authorisation.

19.2 These include:
- Permit to Work
  - Hot Works
  - Works on Pressurised/Steam Systems (including steam distribution and compressed air)
  - Work in Confined Spaces
  - Work on Medical and Industrial Gases
  - Work on High and Low Voltage Systems
  - Entry into Switch Rooms & Substations
  - Permit to Breaking Ground
- Access Authorisation
  - Entry into Duct Spaces (assessed as non-Confined Space)
  - Entry onto Flat Roofs
  - Access into Plant Room, Risers and similar spaces
  - Access into Radiation Areas
  - Access into NMR Rooms
  - Access into Laser Rooms
  - Access into Operational Biohazard / Chemical Laboratories
  - Access into Operational Engineering Workshops and similar areas
  - Access into Clean Areas
  - Out of Hours Access into Buildings

Access Authorisation

19.3 If you are accessing areas that require access authorisation, please contact your line manager or the FD Health and Safety team for more information.

20. Roof, Duct and Confined Space Access

20.1 Roof, ducts and potential areas of confined space may be hazardous – it’s important that you are aware of the risks before accessing these areas, even if they are areas you frequently access.

20.2 Before an employee or contractor is given access authorisation to either a duct or a roof, the authoriser needs to ensure that the individual is aware of the associated hazards and have risk assessment in place for the activity to be undertaken.

20.3 The Roof Database is available and provides information about each roof across the University. Radios (torch, bump hat and oxygen monitors for ducts) are provided and access authorisation should be logged onto SOTER for contractors and staff.

20.4 If you have any questions in relation to access, please contact your supervisor, line manager or a member of the FD Health and Safety team.

21. Leptospirosis (Weils Disease)

21.1 Leptospirosis is a type of bacterial infection spread by animals (include cattle, pigs, dogs and rodents, and particularly rats.) You can catch leptospirosis by touching soil or water contaminated with the urine of infected wild animals. In 90% of cases, leptospirosis only causes mild flu-like symptoms. In some cases the infection can be severe and is known as Weil’s disease, this can cause people to become very ill.

21.2 The risk of contracting leptospirosis in the UK is low, but you can help protect yourself by wearing appropriate protective clothing and ensuring wounds, cuts and grazes are covered by waterproof dressing. You should also follow good hygiene practices such as washing your hands after working and always before eating, drinking or smoking. If you are injured at work, wash cuts and grazes immediately with soap and running water, and report it to your manager.

22. Personal Protective Clothing (PPE)

22.1 When identified by the risk assessments Managers and Supervisors must ensure that the employees for whom they are responsible are provided with PPE free of charge. They should also check that the PPE provided is adequate for the task being undertaken.

22.2 As an employee you must adhere to the following:
- Always use the PPE issued when carrying out the tasks it has been provided for.
- Always use the equipment in the correct manner, and as instructed
- Keep your PPE clean and in good condition
- Store in a dry, well ventilated place
- Check it regularly and report any faults or problems to your line manager or supervisor

23. General Hazard Reporting

23.1 All employees are to report defects, potential environmental incidents or hazards observed whilst undertaking their normal duties.

23.2 For maintenance and repairs around the University, please log work requests with the Estates helpdesk 0113 343 5555.
24. Slips, Trips and Falls

24.1 To avoid slips, ensure:
- Any leaking machinery is fixed promptly.
- Any spills/leaks are cleaned up immediately ensuring floors are dry after cleaning (or exclude pedestrians until dry).
- Contain the spill, ensure your cleaning method doesn’t spread it over a larger area. Use the cleaning methods you have been trained on.
- Make sure your cleaning method is appropriate for the substance you are cleaning up.
- Ensure warning signs are set out immediately prior to wet mopping floors and vacuuming.
- Ensure you have suitable footwear – check with your line manager.
- Ensure obstacles are not left in walkways.
- Ensure lighting is sufficient and report any lighting issues to your manager.

25. Working at Height

25.1 Depending on the type of activities and equipment used, employees may receive specific information, instruction and training for working at height.

25.2 Access equipment such as a ladder, step ladder and step stool should be formally inspected and records of inspections kept.

25.3 If you do have to use ladders ensure that you do so for a short period of time and observe the rules carefully.

There are a number of checks to make depending on where you are using a ladder:
- When placing the ladder, make sure that it is on a solid surface on the ground.
- Make sure the ladder is level and not leaning to one side, use proper levelling adjusters if the ground slopes.
- Always secure the ladder near the top by using straps to fix it to the building wherever possible, to avoid the risk of it sliding sideways.
- Always secure the ladder at the bottom if there is a risk of the bottom sliding out.
- Remember the 4 : 1 rule; so for every 4 metres up the wall, the ladder should be 1 metre away from the wall.
- Don’t ‘over-reach’ the easiest way is to keep your hands free when climbing the ladder, for example, carry tools in a holder or pull up heavier tools on a rope.

25.4 Pre-Use Checks

As an employee you should visually check any access equipment before you use it. Check that step ladder and ladder are safe and in good condition.

Check for broken or worn rungs and that the feet are attached – remove from use and arrange to dispose of any unsafe ladders, in case someone else uses them.

DO NOT USE defective access equipment

Defective equipment MUST BE removed from use and reported to your line manager or supervisor.

25.5 Managers should identify through risk assessment whether access equipment is appropriate e.g. ladders are not a suitable working platform and should primarily be used for access.

25.6 Stepladders work differently to ladders and need some special considerations when you are using them:
- Before use, ensure that the stepladder is safe and not damaged and the steps are clean – remove from use and arrange to dispose of any unsafe stepladders, in case someone else uses them.
- Make sure that the stepladder legs are as wide apart as they go and that the locking device is secured.
- Make sure the stepladder is positioned on a firm, level surface.
- Always face forward, avoid twisting and ensure that the stepladder is positioned ‘face on’ to the job you are doing.
- Use the correct height ladder for the job, wear flat shoes, do not over-reach and maintain a good grip at all times.
- Never work above three clear steps from the top of a stepladder, unless a guardrail has been fitted around the top.

25.7 No person should erect or use a tower scaffold or MEWP unless they have received formal training to a recognised industry standard and have valid certificates in place.

25.8 Employees and contractors should check the F90 or the scaffold label to ensure the scaffold has been inspected within 7 days before use.
26. Asbestos

26.1 It is the aim of the Facilities Directorate to ensure that no one is inadvertently exposed to asbestos fibres.

The location of asbestos across the University is available within the Asbestos Register – this information is available to anyone undertaking any work to the fabric of the building.

26.2 The following is required:

- Any work that could potentially disturb asbestos must not be undertaken without first checking the Asbestos Register and discussing with your line manager and the FD Asbestos team.
- Anyone who is arranging work must ensure that the Asbestos Register has been thoroughly checked before work commences.
- Details of the Asbestos Register must be given to the relevant employees/contractors prior to work commencement. The asbestos team will advise when asbestos removal is required.
- Anyone who believes that asbestos has been damaged or could potentially be damaged by local activities, are requested to contact the FD Asbestos team as soon as possible.

27. Legionella

27.1 Legionella, which causes legionellosis are naturally widespread in water systems. It is exceptional for a water supply, either public or private, to be entirely free from these organisms and for that reason it is important the measures are taken to guard against conditions that might encourage these microbes to multiply. Provided water is from the public mains and its quality is preserved in the storage and distribution system by correct design, installation and maintenance, it can be regarded as being microbiologically acceptable for use without further treatment. Outbreaks have been linked to the inhalation of infected aerosols. Most people recognise that showers and wet cooling towers generate aerosols. Less known is that a ‘fog’ of aerosols is generated with a bath or basin is filled. Aerosols can be generated from any water outlet, and no water outlet can be considered free from potential risk. Hence baths and basins can represent hazards. If the water is contaminated, the possibility of the organism being contained in the aerosol increases.

27.2 If you are required to carry out flushing as part of your role you will receive training and are encouraged to complete the Confidential Health Screening Questionnaire (available from Occupational Health) prior to undertaking flushing.

28. Vibration Tools and Equipment

28.1 If you work with tools and machinery that exposes you to a vibration hazards you should receive information regarding the risk.

28.2 Vibration White Finger, also known as Hand Arm Vibration Syndrome (HAVS), has been linked to the excessive use of vibration equipment. It affects the nerves, blood vessels, muscles and joints of the hands and wrists.

28.3 Users of vibrating equipment should ensure that the time spent using these types of equipment are limited, with adequate breaks in between. Line managers should have information on recommended user times, but further information is available via the FD Health and Safety team.

28.4 Health surveillance can be undertaken (on a voluntary basis) through the Occupational Health Unit for anyone who is concerned about their use of vibration tools.

29. Driving for Work

29.1 All members of staff expected to drive as part of their job must show their complete valid driving licence to their line manager or nominated person at the start of their employment and annually when a photocopy is taken. Employees may also be required to undertake driver training organised by the University for those driving University vehicles.

29.2 If you are a driver you must tell your line manager of any changes in circumstances such as the use of any medication or changes to health that may affect your ability to drive safely.

29.3 At the start of any shift you should ensure the University vehicle you use is roadworthy by completing the vehicle checklist. The drivers should inform their manager of any vehicle defects.

DO NOT DRIVE ANY VEHICLE WHICH IS NOT ROADWORTHY

29.4 Drivers must inform their supervisor or line manager if at any time they receive any penalty points or driving ban.

29.5 If you use your own vehicle for work you must ensure the vehicle insurance covers you for business mileage and has a valid tax disc and MOT. It is your responsibility to ensure your own vehicle is roadworthy.

29.6 All staff should adhere to the non-smoking signs displayed in University vehicles. Smoking is prohibited in University vehicles.

29.7 Mobile phones must not be used whilst driving a vehicle. Managers should ensure that their staff are not asked to make or receive calls when they are driving.

30. Traffic Incident

30.1 In the event of a traffic incident at work, however slight, you should provide all concerned parties with details of the University insurers and advise them to refer all future contact to University’s Insurance Office (telephone 0113 343 6029). You must report the incident to your supervisor/manager.

30.2 Should the accident involved physical injury of any description to an individual the Police and if necessary the ambulance service should be called immediately.
31. Waste disposal

31.1 All waste streams must be disposed of via their correct disposal routes and using University approved waste contractors. On no account should waste be taken home or disposed of via non-approved contractors. If you have any queries relating to disposal routes please consult the A-Z of University Waste or contact the Sustainability Service.

31.2 In particular, care must be taken with following waste streams:
- Fluorescent light bulbs (must be collected and disposed of via cleaning services).
- Waste electrical and electronic equipment waste (WEEE) must be disposed of via cleaning services. On no account must we or our contractors disposed of via any channel apart from our approved supplier.
- Batteries - Domestic type must be sent to Cleaning Services. Large batteries must be disposed of via central Health & Safety team.
- Hazardous waste and equipment/waste contaminated with hazardous waste must be disposed of via hazardous waste contract.

31.3 On no account should any of the above be disposed of via general waste or skips. This must also be communicated to contractors working on site.

31.4 In addition, any waste metal should be disposed of via the University metal skip, with University contracted skips used as a last resort.

32. Gas Safety

32.1 If you suspect a gas leak:
- Avoid switching on any light in the room, or any electrical appliances.
- Open windows and doors to vent the room to let the gas escape and leave the area as soon as you can.
- Tell other occupant to leave the building, and not to re-enter until told to do so by a contractor or University Security officer.
- Report the leak to National Grid on 0800 111 999.
- Contact University Security Services on 0113 343 2222, and inform them about the emergency, whether the incident occurs during or out of hours.

Appendix A

Contact Details for the FD Health and Safety Team, Sustainability Team and the University Fire Officer

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jo Firth</td>
<td>0113 343 5910</td>
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</tr>
</tbody>
</table>