

# STUDENT HEALTH & SAFETY GUIDE



2017/18

## Welcome

The University for the Creative Arts requires your co-operation and support in relation to matters of health and safety.

You should conduct yourself both socially and in your studies in a mature, safe and considerate manner. As such you are required to comply with health and safety policies, procedures and processes.

You should consider the safety of yourselves and others at all times, if you are in doubt at any time, please ask.

This booklet is provided as a brief summary of the essential health and safety information that you will require. It is intended to support your three phase mandatory 'Health and Safety Induction Programme'. If you have any questions you should contact your Tutor/Course Leader.

Please note that there are clear and established disciplinary procedures for non-observance of University health and safety procedures.

You can access additional health and safety information at [www.uca.ac.uk](http://www.uca.ac.uk) or contact the University Health and Safety Manager on 01252 892657.

## Students must not ...

- Use, adjust or interfere with equipment or machinery without authorisation.
- Obstruct fire exit routes, doors or interfere with fire extinguishers, fire safety notices.
- Interfere with electrical or gas appliances.
- Deface or remove signage or any other items provided in the interests of health and safety – it is a criminal offence.
- Smoke or vape in areas which allow smoke to re-enter the building, smoking is only permitted in designated areas.
- Consume alcohol on site other than the bar area, or during special organised events.
- Enter any unauthorised area.
- Bring in personal workshop equipment, power tools or other appliances without specific permission.
- Must not bring children on to site unless in the circumstances detailed in the Children on Campus Policy.
- Use mobile phones, personal music players in workshops and classroom environments.
- Use human tissue and live animals in artwork.
- Store paint, white spirit etc. on top of heaters or ducts, or in unlabelled containers.
- Wear clothing, footwear, jewellery that is deemed by the teaching or technical staff to constitute a danger.
- Wear hair in a fashion or length that is deemed to constitute a danger when operating equipment or machinery.
- Work alone in high risk areas.



## Essential Information

### FIRE

On discovering a fire, you should:

- Raise the alarm immediately.
- Telephone 0, for Reception (during 9am-5pm) or dial 9-999 out of hours.
- Leave the building by the nearest safe exit in a calm and orderly manner.
- Do not stop to collect personal belongings.
- Close doors once rooms have been evacuated.
- Proceed to the assembly point; do not crowd corridors and doorways.



Nominated Staff/Fire Wardens will check the evacuation of all parts of the Campus. Please inform a member of staff if you are aware of anyone still in the building. No one shall re-enter the building without permission from the person co-ordinating the evacuation. You should locate your nearest Campus fire extinguishers, alarm break glass points, meeting points and evacuation routes.

### FIRST AID

In the event of an accident you should summon a member of staff or first aider immediately. If there is no first aider in the vicinity, telephone 0 for assistance from Reception (alternatively if after 5pm contact the Facilities Assistants). First Aider lists and contact details should be available on health and safety notice board and/or at Reception. If you are in doubt as to the seriousness of the accident - contact



Reception to call for an ambulance or call directly yourself on 9-999. You should take the time to identify your Campus first aid information.

### **INCIDENT REPORTING**

All accidents including near misses must be reported using the University Incident Report Form, inform your Course Leader, Technician or First Aider of the incident and they can help you to complete the form.

### **HAZARDOUS SUBSTANCES**

Many processes may involve use of hazardous substances. It is imperative that you understand the hazardous properties of the substances that you may be working with and that you understand the safe working precautions. Do not use substances in unlabelled containers and do not bring in chemicals without gaining prior permission from an appropriate Academic member or Central Resources' Team.



### **MACHINERY & EQUIPMENT**

Machinery can cause serious injury, you must only use machines and equipment for which you have received induction and training from a competent member of staff and have subsequently been authorised to use. Always follow safe operating procedures and wear the personal protective equipment provided. Cuts from using scalpels and hand tools are the single main cause of accidents, please use cutting mats and scalpels with safety blades.

### **DISPLAY SCREEN EQUIPMENT**

The key to safe and healthy work at the computer is to set up your chair and screen so you feel comfortable. You should adjust the height of the chair and the angle of the screen. Remember to take regular breaks and try alternating between keyboard and mouse work.



### **PERSONAL SAFETY & SECURITY**

You should consider your own safety and security in everything that you do. Think before you act. Be aware that intruders and thieves may be encountered on campus. Avoid situations which may lead to confrontation. When out and about keep to recognised footpaths. Always make sure someone knows where you are. You should carry your Student ID card and produce it on request from a member of staff.

### **PROJECT WORK**

Please consider the health and safety issues when undertaking project work, think about how you can achieve your project concept safely and how you might install it securely. Consider the effect that your finished piece might have on those viewing the work, particularly work which may be three dimensional, sharp, large, unstable or have emotive content. Discuss these issues and the risk assessment process with your Course Leader.

## Health, Safety & Wellbeing Policy

The University for the Creative Arts takes very seriously the need to provide a safe and healthy environment for its staff and students, and equally to foster a sense of each individual's responsibility to keep him or herself and the University environment safe, secure and healthy.

The Board of Governors of the University has formal responsibility for the health, safety and welfare of staff and students, and for the impact of University activities on the health and safety of others.

To fulfil our responsibilities, we need to ensure that:

- Hazards and risks are understood, assessed and controlled;
- Students and staff are provided with the information, instruction, training and supervision to ensure they can undertake their tasks safely;
- Compliance with legal requirements is achieved, with a view to continuous improvement in safety management and performance;
- Staff and students are competent in their understanding of health and safety matters and accept and comply with their safety responsibilities;
- There are systematic procedures operating for monitoring and review of safety performance, and for the implementation of corrective action as required;
- Adequate resources are provided to meet safety objectives; and
- Leadership commitment to communicating and achieving health and safety objectives and promoting a health and safety aware culture is evident.

The University Health, Safety & Wellbeing Committee, Campus Operations' Groups, Estates' & Facilities' Health, Safety & Wellbeing Committee, and standing item reporting to all meetings of the Governing body provide the formal structure whereby the approach to and achievement of these responsibilities is addressed.

**Professor Bashir Makhoul**  
Vice-Chancellor

## The Next Step

Your **mandatory** 'Health and Safety Induction Programme' consists of 3 phases.

### **Phase 1: Introductory Campus Induction at Enrolment:**

- Emergency Evacuation
- Accident & First Aid Procedures
- Awareness of COSHH (Control of Substances Hazardous to Health)
- Overview of Risk Assessments
- Electricity
- Housekeeping, no smoking, eating & drinking in studios/workshops
- Security

**Date Completed:** .....

### **Phase 2: Course Induction:**

- Specific Risk Assessments
- Student Project/Work Risk Assessments
- Safe use of Machinery & Equipment
- Specific COSHH/ hazardous materials and processes
- Noise
- Creating a safe environment
- Cleanliness
- Signage
- Local first aid & emergency arrangements
- Electricity

**Date Completed:** .....

**Phase 3: Induction on Equipment and Processes:**

This third level of induction is for specific equipment and specialist areas of each programme and it is mandatory before such equipment and/or processes can be used.

A Tutor or Technician will give this induction.

When you have completed an induction on a piece of equipment or process this will be recorded.

Supervision may also be required.

Name of Machine / Process	Date Completed	Name & Signature of staff member

Finally, please remember that you can get health and safety information, help and advice from any of the following;

Course Leaders, Tutors, Technicians, Campus Operations Manager, Resources Manager, Student Services, Health & Safety Manager, Student Portal, Health and Safety Notice Boards, Process Risk Assessments & Procedures. Course Handbooks. [www.uca.ac.uk](http://www.uca.ac.uk) &