

**Department of Geography**  
**Health and Safety Information for Staff**

<b>Emergency number (security)</b>	<b>01784 443888 OR 444</b>
<b>Security – general enquiries</b>	<b>01784 443063 OR 3063</b>

**Fire Safety**

Weekly fire alarm testing times in the Geography Department:

Building	Day	Time	Assembly point
Queens	Wed	11am	15
E.M.U.	Wed	11.30am	A
Geochronology	Wed	11.45am	28
Queens Annexe	Wed	10am	15
Bowyer	Wed	2pm	15
Munro Fox	Thurs	11am	28

Alarms will sound for up to 30 seconds. If they continue for longer exit the building and proceed to the assembly point.

**Make sure you know:**

- *Your nearest emergency exit & alternative exits*
- *Your emergency exit routes*
- *Your nearest call point location (red box)*
- *Your building's assembly point location and number*
- *Your nearest fire marshal*

If in doubt – ask, or see the pages below:

<http://www.rhul.ac.uk/iquad/services/healthandsafety/firesafety/home.aspx>

**First Aid**

First aid trained staff in Geography can be identified on the 4x photo posters and are highlighted in green on the departmental emergency plans posted prominently around the department.

First aid is available in the department from trained staff for you or anyone you discover injured during the normal working day (9am-5pm.)

Outside of these times, call Security on their emergency number 444 (internal phone) or 01784 443888 (mobile).

**Make sure you know:**

- *Your nearest first aiders*
- *The emergency contact numbers for the Security Office*
- *Your nearest telephone (if not in your office/work area.)*
- *Where the Health Centre is on campus*
- *Where the accident forms are kept and when you should complete one.*

**Emergency contact numbers**

444 – from internal phone

01784 443888 – from mobile/external

*These should only be used in the following circumstances:*

- To notify Security of a fire following the activation of a break glass call point.
- To request an ambulance/first aid assistance.
- In the event that a member of staff feels that their personal safety is at risk.
- Following the receipt of a bomb threat.

**Reporting Health and Safety problems**

All reporting for:

Problems, defects, health, safety and maintenance issues should be reported to Claire Mayers in QB130 as departmental H&S co-ordinator (DHSC).

Any Health and Safety concerns relating to your own work and work activities should be reported to your supervisor/line manager or directly to Claire Mayers.

**Manual Handling**

Poor lifting technique can injure your back in various ways. The back is a complex system of bone and connective tissue, any or all of which can be injured by poor lifting practices. No member of staff is expected to carry out manual handling operations without first carrying out a risk assessment and receiving appropriate training when identified as necessary. See Claire Mayers or your supervisor for information.

### **Display Screen Equipment or Visual Display Unit assessments**

If you are a member of staff using a computer (a.k.a. DSE or VDU) for an hour or more in a working day you will have an assessment of your work equipment and area.

You are entitled to a departmental contribution of £19 for a bi-annual sight test.

If you require corrective appliances **only** for VDU or DSE use then you are also entitled to claim £60 contribution from the department.

This does not apply if you also use the glasses/lenses for driving, reading or any other purpose. If you are not sure you qualify then check with Claire Mayers (T.O.M.)

### **Maternity Risk assessments**

The maternity risk assessment process operates on the principle that the member of staff is required to advise her manager of her circumstances at the earliest opportunity.

The risk assessments for work activities can then be revised and risk related issues identified and addressed.

### **CoSHH assessments – LAB USERS ONLY**

Where handling of hazardous substances is part of normal work activities, training will be provided in safe systems of use.

In all areas where hazardous substances are used there will be a file containing:

- Risk assessment
- Procedural CoSHH risk assessment
- CoSHH form for each substance
- MSDS for each substance

#### **Make sure you know the location of:**

- *The CoSHH file in your work area*
- *The nearest first aid kit*
- *The nearest spill kit*

### **Personal protective equipment (PPE)**

As part of your induction to your work area and activities you will be made aware of any personal protective equipment you require.

Make sure you know:

- *The PPE you need to use*
- *Where it can be found*

Report any faults, deficiencies or an absence of PPE, immediately, to your supervisor.

### **Health and Safety policies and procedures**

*Staff must co-operate and comply at all times with the safety information, instruction and training provided and bring without delay to the attention of their line manager/department office, any hazards identified, or improvements they think necessary. They do, therefore, have a duty to take reasonable care for the Health and Safety of themselves, and of other persons whom their acts or omissions may affect. They must co-operate with the College to enable it, or any other person, to comply with any duty or requirement imposed by the Health and Safety at Work Act 1974, and any other relevant statutory provisions.*

All Royal Holloway H&S policies and procedures can be found on the pages below:

<http://www.rhul.ac.uk/iquad/services/healthandsafety/policiesandprocedures/home.aspx>

### **Other hazards or risks**

Please identify any special needs requirements which if not addressed could place your health or safety at risk or affect your ability to evacuate in the event of a fire alarm. This will help us plan evacuation procedures and ensure your safety in the event of an emergency.

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### **Geography Health and Safety co-ordinator (DHSC)**

Dr Claire Mayers

### **Deputy H&S co-ordinator**

Mr Iñaki Valcarcel