

# Health and Safety Brief for University Visitors

## Introduction

The university acknowledges that it has a duty of care towards its visitors but they are reminded that they too have a duty of care for their own health and safety whilst on campus and should not expose themselves to any unnecessary risk.

The purpose of this brief is to identify areas of the university where there is potential danger and advise on steps to minimise risks.

## Roads and tracks

### Main roads

The university is bisected by the B5062. At times it is a busy road. Although traffic calming measures, including a 40mph speed limit, have been installed, care should always be taken when accessing the road by vehicles or crossing the road on foot.

### Service roads

On campus there are a number of private service roads. Vehicle speeds should not exceed 5mph. To remind drivers of the speed limit and to ensure that there are no excesses, a number of 'sleeping policeman' ramps have been constructed on the service roads please take care when approaching these ramps.

### Tracks and paths

Visitors are encouraged to walk the university's farmland, which is crossed by numerous paths and tracks. However they should not enter fields unless prior permission has been arranged. Care should be taken to leave gates as they are found, open or closed.

Visitors should be aware that farm vehicles use these tracks and they are also liable to encounter livestock being transferred from field to field.

# **The Farm**

## **Livestock**

The farm buildings accommodate a number of livestock enterprises, including dairy and beef cattle, pigs, poultry and sheep. Visitors are not permitted to enter livestock areas without permission or unless they are accompanied by a member of staff. They will appreciate that, not only are they at risk from injury or infection, but that animals are exposed to similar risks.

## **Machinery and equipment**

A number of university departments operate large pieces of machinery and sophisticated electronic equipment, which are potential risks. In no circumstances should any visitor attempt to use any item of machinery, plant or equipment without supervision or unless they have specific permission.

# **Recreational facilities**

The university provides no supervision for recreational activity. Use of the facilities is at your own personal risk. Appropriate apparel should be worn when using the facilities to minimise the risk of injury.

## **The Swimming Pool**

There are separate operating plans for the swimming pool and these will be provided on signing the document allowing access to this facility.

## **Squash Courts**

Injuries in Squash Courts are almost exclusively caused by players wearing unsuitable footwear, which causes them to slip. Appropriate footwear, which minimises the chances of slipping, should be worn.

Lighting for courts is activated by the insertion of a pre-purchased 'smart card' into a control box mechanism. If the lighting fails to activate, players should not attempt in any circumstances to interfere with the electronic control circuits. There is a danger of electric shock. Malfunctions should be reported.

# **Ponds**

There are four small ponds on the university estate. However they are deep and constitute a danger to the careless or unwary. One is in fact the slurry lagoon,

which is protected by a fence. Access to the ponds and lagoon is denied to visitors unless previously authorised and accompanied by a member of staff.

## **Fire**

The risks and causes of fire are well documented. Primary causes in accommodation areas are the careless disposal of cigarettes, the use of unsafe electrical equipment or overloading of electrical circuits.

Procedures in the event of a fire are displayed in each building and in each study bedroom. They advise you to sound the alarm, (if it has not already been sounded), and vacate the building by the nearest exit by following the green and white FIRE EXIT pictograms.

## **Electrical appliances**

Other than electric kettles, no power appliances are permitted in rooms without the prior permission of the university. Visitors who bring appliances to the university must ensure that they are electrically safe. If a visitor has any concerns about the safety of an appliance the Estates Department can arrange for testing of items at the visitor's expense.

## **Medical**

### **First aid**

- Each university department has members of staff who are trained in first aid. They are available during working hours.
- First aid boxes are placed in appropriate locations within buildings around campus.
- First aid notices are displayed within buildings listing names and contact numbers of nominated First Aiders.
- If you do have an accident or injury then please report this to your Course Organiser and/or First Aider.
- We have two defibrillators on site located in the Bamford Library foyer and in C Block canopy entrance.

### **Medical treatment**

In the event of more serious injury or illness, a doctor, from Linden Hall Surgery, can be contacted by telephone: 01952 820400 (surgery hours) or 111 (out of surgery hours). For serious injuries requiring urgent or immediate attention please call an ambulance on 999.

## Building sites

From time to time the university engages contractors to undertake building work on the university campus. Access to all sites is strictly prohibited.

## Smoke free policy

The university recognises that it has a legal duty to ensure, as far as is reasonably practicable, that employees, students and visitors to the premises have the right to work, study or visit without being exposed to tobacco smoke.

The smoke free policy covers all types of burnt and smoked products including cigarettes, tobacco and non-tobacco cigarette products, including electronic cigarettes.

**Restrictions:** Smoking is not permitted in any buildings on the university campus. Non-smoking areas include a 5 metre boundary outside building entrances and windows, where reasonably practicable.

University accommodation: Smoking, including the use of electronic cigarettes is not permitted in student/visitor accommodation.