



HARPER ADAMS UNIVERSITY COLLEGE

**HEALTH AND SAFETY
BRIEF FOR COLLEGE VISITORS**

May 2010

HEALTH & SAFETY BRIEF FOR COLLEGE VISITORS

Introduction

1. The College acknowledges that it has a duty of care towards its visitors but they are reminded that they too have a duty of care of their own health & safety, whilst on the campus nor expose themselves to unnecessary risk.
2. The purpose of this brief is to identify areas of the College where there is potential danger and advise on steps to minimise risks.

Roads & Tracks

Main Roads

3. The College is bi-sected by the B5062. At times it is a busy road. Although traffic calming measures, including a 40mph speed limit, have been installed, they are sometimes ignored. Care should be taken over accessing the road by vehicles or crossing the road on foot.

Service Roads

4. On the campus there is a number of 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.

5. Tracks & Paths

- a. Visitors are encouraged to walk the College's farmland, which is bi-sected by numerous paths and tracks. They should not enter fields in which there is livestock grazing. Care should be taken to leave gates as they are found, open or closed.
- b. Visitors should be aware that farm vehicles use the tracks on which they are also liable to encounter livestock being transferred from field to field.

The Farm

6. **Livestock** The Farm buildings accommodate a number of livestock enterprises, including dairy, 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, animals are exposed to similar risks.
- 6.a **Bio Security** HAUC considers Bio Security and general cleanliness as issues which must be taken very seriously. Please follow instructions signposted around the campus and use the hand washing and shoe cleaning facilities provided to minimise any risk of infection.

7. **Machinery & Equipment** A number of College departments operate large items 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.
8. **Ponds** There are four small ponds on the College estate. One is in fact the slurry lagoon, which is protected by a fence. Access to the lagoon is denied to visitors unless previously authorised and accompanied by a member of staff. The ponds are deep and constitute a danger to the careless or unwary.

Recreational Facilities

9. The facilities consist of:
 - Sports Hall
 - Swimming Pool
 - Squash Courts
 - Tennis Courts
 - Sports Pitches

Appropriate apparel should be worn when using the facilities to minimise the risk of injury.

10. The College provides no supervision for recreational activity. Use of the facilities is at personal risk.
11. **The Sports Hall** The Sports Hall has a climbing wall. Its use by visitors is prohibited as this is not safe to be used. There is also currently a covered scaffold in the sports hall due to adjacent construction work. Please ensure that no person interferes with the scaffold in any way.
12. **The Swimming Pool**
(Separate Operating Plans are attached) closed this season due to construction work in the vicinity. (Summer 2010)
13. **Squash Courts**
 - a. Injuries in Squash Courts are almost exclusively caused by players wearing unsuitable footwear, which cause them to slip. Appropriate footwear, which minimises the chances of slipping, should be worn.
 - b. 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 danger of electronic shock. Malfunctions should be reported.

Fire

14. 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.
15. Procedures in the event of fire are displayed in each building and in each study bedroom. They are simple. They advise you to sound the alarm, if it has not already been sounded, and vacate the building.
16. **Electrical Appliances** Other than electric kettles, no power appliances are permitted in rooms without the prior permission of the College. Visitors who bring appliances to the College 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

17. **First Aid** Each College department has members of staff who are trained in first aid. They are available during working hours. Please call reception who will locate a first aider. (use internal telephones - dial 0). Out of hours there are the night security guards who may be able to assist. (Please be aware the security guard may not be nearby whilst patrolling the campus).
18. **Medical Treatment** In the event of injury or illness, the College Medical Officer provides 24 hour cover. A doctor, from the Linden Hall Surgery, can be contacted by telephone: 01952 820400.
19. **Accidents and near misses** Please report all accidents and near misses which occur whilst you are on campus. Please contact Reception or the Conference Office for details of the nearest Accident Book Location.

Please report any hazards which you encounter to enable us to remedy these and keep the Campus safe for all persons on Campus.