

# Student Safety Handbook

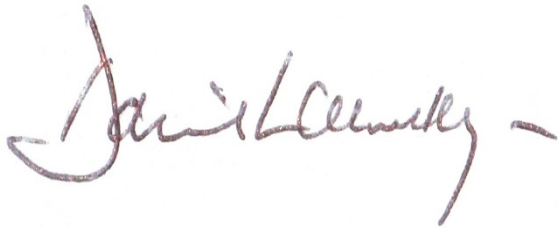


**Harper Adams  
University**

SEPTEMBER 2017

## **STUDENT SAFETY HANDBOOK**

These notes are to draw your attention to the general safety requirements of the University. I ask you to spend a few minutes reading them carefully. The University attaches high priority to matters of health and safety. However, if the University is to minimise the incidence of accident and injury, the student population must assist and co-operate by adhering to the content and spirit of this Safety Handbook and individual Safety Codes of Practice.

A handwritten signature in dark ink, appearing to read 'Dr DG Llewellyn', with a horizontal line extending to the right.

**Dr DG Llewellyn  
Vice-Chancellor  
September 2017**

**STUDENT SAFETY HANDBOOK**  
**HEALTH AND SAFETY**

**CONTENTS**

- Introduction
- Around campus
  - Roads, Tracks and Mains Roads
  - Service Roads
  - Tracks and Paths
  - Driving and Parking on Campus
- General site rules
  - Smoke Free Policy
  - Safety Codes of Practice
  - Portable Electrical Equipment
  - Housekeeping
  - Personal Protective Equipment (PPE)
  - Vandalism
  - Alcohol Policy
  - Violent Behaviour
  - Eating and Drinking
  - Ponds
  - Building Sites
  - Firearms
  - Drones
- Emergencies
  - Fire
  - Evacuation
  - Action on hearing a fire alarm outside normal working hours
  - First Aid
  - Qualified First Aiders at Work
  - Emergency Action in the Event of Accident or Illness
  - Accident and Incident Reporting
- Managing risk
  - Repairs
- Student Facilities
  - Use of Students' Union Bar
  - Accommodation
  - Learning Resources Centre/Engineering Design Centre
  - Weston Building
- Sports Facilities
  - Clubs and Sporting Activities
  - Multi Gym
  - Swimming Pool
  - Squash Courts
  - Clay Pigeon Shooting Area
  - Astroturf/MUGA Pitches

## Teaching Areas

Good Housekeeping Practice in all Laboratories and Workshop Areas

Laboratories

Engineering Facilities

Hydrotherapy Access

Crop and Environment Research Centre (CERC)

Lone Worker Alarms

On the Farm

Personal Car Insurance Cover

Guidance Notes for Field Workers

Risk Assessment and Emergency Contact Form for Field Workers or Field Trips

Staff Resident on Campus

Useful Contacts

## **INTRODUCTION**

The University is committed to providing and maintaining a healthy and safe environment for all its employees, students and visitors. The University's key objectives for achieving this commitment are set out as follows and apply to all premises and activities within the control of the University.

Whilst the University accepts the main responsibility for the implementation of its health and safety policy, you have a very important role in co-operating with those responsible to ensure a safe and healthy environment. Students have a duty to abide by the rules and requirements made.

Health and Safety is everyone's responsibility.

All students will receive a safety induction on arrival. This will include the explanation of emergency procedures and introduce relevant general safety arrangements and precautions.

Specific instruction for laboratories, workshops and the farm will be given separately on the first occasion students enter these new environments.

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

## **AROUND CAMPUS**

### **Roads, Tracks and Main Roads**

The University is bisected by the B5062. At times it is a busy road. Although traffic-calming measures, including a 40 mph speed limit, have been installed, they are sometimes ignored. Care should be taken accessing the road by vehicle or crossing the road on foot. Please use the pedestrian toucon crossing. The speed limit on Caynton Road through the campus and on Flatt Road is 30 mph and must be strictly observed. No parking of vehicles on Caynton Road or near to road junctions is permitted.

### **Service Roads**

On the campus there are a number of service roads. Vehicle speeds should not exceed 5 mph. 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. No parking on service roads except for authorised deliveries. Please give way to pedestrians on the marked road crossings on these roads.

### **Tracks and Paths**

Students are encouraged to walk the University's farmland, which is transversed by numerous paths and tracks. They should not enter fields in which livestock is grazing. Care should be taken to leave gates as they are found, open or closed. Please follow University [Bio-security guidelines](#) (available from the Laboratory Manager) to ensure

your safety and the safety of all animals.

Students should be aware that farm vehicles use the tracks and they are also liable to encounter livestock being transferred from field to field. Students may not drive on tracks or farmland unless given permission by the Farm Manager.

### **Driving and Parking on Campus**

Please be aware of the speed limits. Do not speed on any roads around campus. Regular speed checks are carried out by the Police force. Ensure you park in the correct student car parks as shown on the campus map. Parking in other restricted areas may result in parking notices being issued. Harper Adams accepts no liability whatsoever for your vehicle – it is your responsibility.

## **GENERAL SITE RULES**

### **Smoke Free Policy**

Smoking, including the use of electronic cigarettes, is not permitted in any buildings on the University campus and other areas shall be classified as 'non-smoking' except where designated specifically by 'Smoking Area' signs.

Non-smoking areas include a 5 metre boundary outside building entrances and windows, where reasonably practicable.

The Students' Union premises will be subject to the Policy and the associated legislation.

The **Smoke Free Policy** covers all types of burnt and smoked products including cigarettes, tobacco and non-tobacco cigarette products, including electronic cigarettes.

### **Aims of the Policy**

The policy seeks to:

- Provide a healthy working environment and protect the current and future health of employees, students, customers and visitors.
- Provide a working environment that complies with the right of non-smokers to breathe in air free from tobacco smoke.
- Comply with Health and Safety Legislation and Employment Law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop.

**Smoking, including the use of electronic cigarettes, is not permitted in student accommodation because of the health and safety risk that it presents. This policy will continue.**

### **Support for Smokers**

Smokers wishing to give up smoking will be directed to the free NHS Smokefree Smoking Service. More information is available on 0800 0224 332 or [www.smokefree.nhs.uk/](http://www.smokefree.nhs.uk/) Free quit kits are available.

### Complaints Procedure

Staff or students wishing to register a complaint concerning an incident or non-compliance with the Policy should follow the recognised University policy by notifying their Group/Departmental Manager or the University's Health and Safety Officer who will investigate the matter if sufficient grounds for such an investigation are provided.

### Portable Electrical Equipment

Nearly a quarter of all accidents at work involve portable electrical appliances, most through electric shocks. All items of portable equipment on site must be tested (PAT tested) to ensure they are safe before they are used and they must be regularly retested. If you bring any appliance onto site you must ensure it is tested by the authorised testers. This includes mobile phone chargers. The source of assurance would be a qualified electrician and the Estates Department can arrange for the testing of items at the student's expense. The owner (student resident) is responsible for ensuring that the appliances are electrically safe. Check with Student Services if in doubt.

### Housekeeping

Take good care to maintain a general clean and safe work environment by keeping areas tidy, removing hazards such as wires (trip hazard) and paper piles (fire hazard). Never ignore a potential hazard, even if it is not in your area. All potential hazards should be made safe, and reported to Student Services/Duty Warden/Estates.

### Personal Protective Equipment (PPE)

There may be specific requirements for you to wear PPE in some areas at HAU, e.g. overalls and wellies on the farm, and Lab-coats/safety glasses in Laboratories. You will be notified of specific PPE requirements at your induction to those areas.

### Vandalism

Tampering with fire-fighting equipment, fire alarms or directional arrows indicating means of escape could seriously affect human safety. Offenders will certainly be charged for any damage they cause, fined or given community service and such action could even result in suspension or expulsion from the University in line with University regulations.

### Alcohol Policy

The consumption of alcohol affects judgment, self control and co-ordination, and so may compromise the health and safety of the individual or others within the University community.

Disruptive or interruptive behaviour due to the direct or after effects of alcohol in a place of study will not be accepted. Study areas such as workshops, laboratories or the farm where driving activities are commonplace must be alcohol free. Individuals

who are considered by staff to be affected by alcohol will be asked to leave these areas immediately. In some circumstances disciplinary action may be taken.

Students are strongly advised not to drive any vehicle or operate any machinery whilst under the influence of alcohol or non-prescription drugs (follow manufacturers' advice for prescription drugs). It is illegal to drive or use any machinery if above the legal alcohol consumption limit. Avoid all alcohol intake prior to the use of vehicles and machinery.

### **Violent Behaviour**

Violent and abusive behaviour on campus is considered serious misconduct and will lead to disciplinary action against any person(s) found to be conducting themselves inappropriately.

### **Eating and Drinking**

For reasons of health, safety and hygiene, eating and drinking are not permitted in the following areas:

- food preparation areas;
- Library, IT suites, Learning Resources Centre/Engineering Design Centre;
- where processes emit gases, vapours, dusts or other contaminants into the atmosphere, eg laboratories, workshops, Anaerobic Digester Plant;
- where substances being handled would be hazardous if ingested, eg laboratories and workshops;
- where spillage or breakage may result in injury, eg sports halls;
- in any part of a designated animal area.

Eating and drinking in all teaching areas is discouraged.

### **Ponds**

There are four small ponds on the University estate. The ponds are deep and constitute a danger to the careless or unwary. There is also a slurry storage system which has restricted access to all persons except for authorized persons.

### **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. Students who trespass on these sites or are seen in possession of equipment or materials belonging to building contractors will be subject to disciplinary action.

### **Firearms**

All incoming 1<sup>st</sup> year students must apply for space in the gun cabinet and only bring their firearm on campus once they have received an approval email. Please email Andy Jefferies ([ajefferies@harper-adams.ac.uk](mailto:ajefferies@harper-adams.ac.uk)) for an application. Students can only bring firearms onto campus if they have pre-arranged storage with Andy Jefferies and



the Shooting Club execs. Under no circumstances can firearms be stored in University accommodation. If students are found to be in possession of a firearm outside of pre-arranged storage, or in halls of residence the Police will be informed and serious disciplinary action may follow.

## **Drones**

The recreational use of Drones or UAV's on Harper Adams University's land is strictly prohibited, unless the pilot has obtained the necessary permission from the University's Health and Safety Office and the Head of Engineering due to the safety risks involved. If permissions are granted, then further safety steps will need to be followed.

## **EMERGENCIES**

### **Fire**

The risks and causes of fire are well documented. Primary causes of fire in accommodation areas are the careless disposal of cigarettes, the use of unsafe electrical equipment or overloading of electrical circuits and leaving food which is cooking in ovens and grills unattended in kitchen areas, especially late at night which leads to burnt food and equipment damage and full building evacuations. To minimise the risk, avoid cooking late at night, also candles or incense sticks must not be used in any Halls of Residence. Plug-in air fresheners should be checked regularly as they can dry out causing a fire. Smoking, including electronic cigarettes, is not permitted inside any building on campus. Electronic cigarettes may be charged up in student rooms if chargers have been tested by the University approved PAT Tester but under no circumstances are they to be used/smoked. Electronic cigarettes should not be left on charge for long periods as they can overheat and cause fires.

### **Evacuation**

If the alarm goes off in the building in which you are present, the fire alarm gives off a very loud continuous ringing sound.

If you smell or see smoke or come across a fire which is burning, go to the nearest call point in one of the corridors. These are indicated by a red/white sign, and push the button to activate the alarm.

If it is safe and the fire is small you could attempt to extinguish it with a fire extinguisher if you feel confident to use it. Always ensure that the correct type of extinguisher is used to prevent more risk of injury/damage.

After raising the alarm you should:

- Ensure that the Fire Service is called by telephoning 9-999
- Let the Fire Service and Building Manager know where the fire located.

All persons in the building should:

- Leave the building by the nearest exit
- Instruct others along your route on the way out to evacuate the building – do

not allow people to remain inside as this will risk the lives of others who may have to search for them if the fire spreads

- Shut all doors on the way out to stop the spread of fire
- Do not go back inside to collect your belongings
- Go to the designated assembly point and wait there until you are informed by the Building Manager that it is safe to return to the building
- Once it is safe you may return to the building.

The alarm system in all buildings is checked and tested every week on a Wednesday. During the test the alarm is activated. This can last up to 20 seconds before it is switched off. If the alarm continues beyond this amount of time then treat it as a genuine alarm and leave the building by the nearest exit following the procedure as described above.

### **Action on hearing a fire alarm outside normal working hours**

Upon hearing the fire alarm sounding, immediately vacate the building and close doors and windows behind you, switch off all appliances and chargers including cooking appliances and heated hair appliances before going outside. Security will be alerted in the first instance. Students are also encouraged to contact the Duty Warden.

### **First Aid**

Nominated First Aiders (ie trained University staff and Student Wardens) are located across most University buildings. Notices are posted in key locations indicating the name, location and internal telephone number of the nearest Nominated First Aiders. First Aid Boxes are placed at appropriate locations and are maintained at regular intervals by the Nominated First Aiders.

A limited number of First Aiders are also trained to use Defibrillator and Oxygen Resuscitation equipment. (Emergency use equipment is located in the Entrance Foyer of the Bamford Library and in C Block).

In all cases of injury you are advised to obtain the assistance of a Nominated First Aider. In addition, a University Accident Report Form must be completed to record the details of the incident. Please also complete this form for near miss incidents.

### **Qualified First Aiders at Work**

<b>Department</b>	<b>Name</b>	<b>Location</b>	<b>Phone</b>
Aspire Building	Megan Tucker	Aspire AC1	5324
C Block	Stephen Spencer	C5	5025
Catering	Tammy Jones	Main Kitchen	5243
	Rodrigo Avila Veloso	QMH	5243
	Jason Hilliard	Main Kitchen	5243
	Katy Smith	QMH	5301
	Liz Pye	Graze Café	5352
	Marianne Morris	Main Kitchen	5243
	Rita France	QMH	5243

	Andrew Davies	QMH	5243
	Sharon Packman	Graze Café	5352
CERC	Grace Smith		5562
Domestic Services	Michelle Pryce	Domestic Services Office	5309
	Antroulla Tsouvallaris	Domestic Assistant	5353
	Linda Chidlow	Darby Hall of Residence	5353
	Richard Caldecott	Domestic Services Team Leader	5353
	Pip Hendy	Evening Supervisor	5353
	Jean Parsons	Laundry Team Leader	5353
	Vernon Blakeman	Morning Supervisor	5353
	Michelle (Julie) Goodall	Domestic Services Office	5352
	Roger Laight	Evening Team Leader	5353
Engineering	Simon Cooper	Workshop	5261
	Tim Dicker	Workshop	5007
	Richard Langley	E106	5379
	Ianto Guy	AEIC E16	5053
	Michael Warbrick	AEIC	5525
Estates/Porters and Security and Grounds	Arthur Broadhurst	Estates Department	5406
	Tim Robinson	Grounds Department	5311
Faccenda	Jo da Silva	Student Services FF6	5286
	Andy Jefferies	Student Services FF5	5442
Foulkes-Crowther Building	Victoria Talbot	Science Labs	5224
	Thomas Leigh	Science Labs	5072 or 5260
Jubilee Adams	Alison Pyatt	G45	5077
	Andrew Black	S69	5228
	Louise Manning	G43	5233
	Simon Allen	G08	5034
	Emma Osborne	G46	5021
Main Building	Denise Bishop	Reception	0
	Jennie Alderson	Reception	0
	Kreseda Smith	M42	5113
	Hannah Fish	Examinations Office	5535
	Claire Robertson-Bennett	Marketing	5371
	Steven Cresswell	Marketing	0
	Sarah Swinnerton	M31	5265
	Nicola Davies	M31	5537
Pig and Ruminants Unit	Fred Baker	Pig Unit	5231
	Giles Vince	Ruminants	5231
Regional Food Academy	Clare Hutchinson	Room 008	5074
Small Animals	Sue Jeavons	Tudor Lodge	5524

	Jennifer Sadler	Companion Animal House	07969 389538
	Rebekah Gerard	Companion Animal House	07816 764433
Student Bar	Barry Watkins	Bar Office	5314
Veterinary Nursing	Helen Morrell	VN Unit	5071
	Beth Roberts	VN Unit	5298
Ancellor Yard	Lucy Crockford	AY04	5476

### **Emergency Action in the Event of Accident or Illness**

- Call an ambulance by dialling 9 (for an outside line), then 999.
- Give the precise location and nearest point of access for the ambulance. Arrange for the ambulance to be met.
- Inform Reception (Dial '0' from an internal phone or 01952 820280 from a mobile or outside phone) if between 09:00hrs and 17:00hrs
- Alert the nearest Nominated First Aider (Reception are able to do this for you).
- See that the patient is accompanied at all times.
- Inform the Duty Warden so that the incident is logged.
- Inform relatives or friends of the patient's condition (only with their permission).
- Ensure that an Accident Report Form is completed.

### **Accident and Incident Reporting**

A University Accident/Incident Report Form must be completed for every accident and incident, however trivial it may appear or whether injury has been sustained or not.

It is the responsibility of the person who has the accident or is involved in the incident to ensure that a form is completed and submitted to the Health and Safety Officer. First Aiders can complete the form with the person affected. In the case of severe injury, the form should be completed by a colleague on the person's behalf. Also arrange for witnesses to complete a Witness Statement Form and submit with the Accident Report Form. See note below.

#### **Functions of accident reporting**

- To satisfy safety legislation.
- To prevent a more serious recurrence. It is for this reason that accidents resulting in minor injury or no injury at all ('near miss') must be reported.
- To ensure that a written record is held in case of future claims.

**Note: University Accident/Incident Report Forms are available from the following personnel/locations:**

Student Services Manager, Faccenda  
Health and Safety Officer, G46  
Room S1, (Lab Technicians Office, Princess Margaret Laboratories)  
Engineering Technicians' Office (Engineering Building) (AEIC)

Michelle Pryce (Domestic Services)  
Clive Wells (AV19)  
Matthew Rodenhurst (Jubilee Adams)  
Conference Office (Aspire Centre)  
Students' Union Office/Bar Office  
Grace Smith (CERC)  
Reception (Main Building)/Reception (Faccenda)  
Catering Department (Food outlets and main office)  
Lin Davies (Farm Office)  
Giles Vince (Livestock area)  
Arthur Broadhurst (Estates yard)  
Porters Lodge  
Mark Hall (Grounds)  
Staff Sports team  
Student Wardens  
Bamford Library Office  
Regional Food Academy  
Stephen Spencer (C Block)

## **MANAGING RISK**

We adopt a risk-based approach in managing our Health and Safety. This means that we focus our time, effort and resources on key hazard areas to ensure that these risks are adequately controlled. In simple terms, if you are working in a high hazard area you can expect to see stringent controls which must be rigorously applied e.g. wearing PPE, no mobile phones, supervised entry to certain rooms, etc.

Be aware at all times and think about potential hazards for yourself and for other people. Never ignore a potential hazard or assume it is someone else's job to report it; many accidents happen because of an assumption that someone else will act.

All activities that we undertake will have a risk assessment. Where staff and students are carrying out routine activities it is expected that these will be covered by a general risk assessment for that workplace. They will be held by the Manager in that department and brought to your attention when you go to work in that area so that you will be aware of the risks and controls.

### **Repairs**

Any piece of machinery, equipment or apparatus which fails to operate or appears faulty must be reported to a member of staff and logged on the Estates system. On no account attempt a repair yourself. Do not use faulty equipment until it has been checked and passed as usable by a competent member of staff from the relevant Department or specialist contractor.

## **STUDENT FACILITIES**

### **Use of Students' Union Bar**

For reasons of health and safety, the following regulations apply in both the main bar, the Welly Inn and the sports hall.

- The equipment found in the bar should be used for its proper purpose.
- There should be no glass of any description brought into the bar.
- Litter – USE BINS PROVIDED - (cans, plastic glasses) should not be dropped on the floor as these can cause a hazard.
- The stage should be used with care. Safety barriers have been provided for your safety.
- Stage diving, climbing on stage barriers and shoulder rides are hazardous activities and are not permitted. They can lead to serious injuries and should be avoided at all times.
- The floor can become slippery. Care should be taken at all times to avoid injury.
- Fighting on campus and in the bar is not permitted. Any individuals concerned will be asked to leave and will receive a bar ban and disciplinary action in line with University regulations.
- Make sure you are aware of the location of Fire Exits in the bar. A system has been installed in the bar, so that on activation of the fire alarm the music will stop. The bar must then be cleared as quickly and as sensibly as possible.
- Should a problem or injury occur, then one person should alert the Bar Manager, supervisor or bar security. She/he will then alert a person in a position of authority, for example a member of staff or a student warden who will arrange for first aid to be provided or medical assistance to be called.
- The Students' Union and/or the University reserves the right to refuse entry to either of the Bars.
- All those attending any social function, where alcohol is served, must be of legal age to purchase and drink alcohol (18 or over), unless they are under 18 and are a registered student at Harper Adams, in which case they are permitted entry but will not under any circumstances be served or permitted to consume alcohol. The University abides by the laws governing the sale of alcohol and reserves the right to refuse entry or service. Harper Adams promotes responsible drinking.

**The University and Harper Adams Students' Union cannot accept responsibility for injury caused by any persons misusing the equipment or facilities in the student bars.**

### **Accommodation**

Residents are solely responsible for the security of their personal belongings and the University accepts no responsibility for loss or damage. Your study bedroom should be locked whenever you leave it unattended and all windows should be secured even for a short period of absence. The same applies to kitchen and flat doors which should remain locked, particularly at night. Any loss/damages should be reported to Student

Services and/or Security (out of office hours).

Students are encouraged to acquire personal accommodation contents insurance. Should you require advice or information about specialist insurance providers, please contact Student Services.

All staff and students are issued with identity cards and any stranger should be asked for proof of identity. Any person acting suspiciously should be reported to Student Services staff and Security. If you see, hear or experience any unusual occurrence (eg the presence of an intruder), immediately report to Security. The University operates 24 hour CCTV coverage for the protection of staff, students and visitors, and our Security staff patrol the campus regularly.

### **Learning Resources Centre/Engineering Design Centre**

- Eating and drinking are not permitted in the Learning Resources Centre building, with the exception of the cafeteria.
- Smoking, including the use of electronic cigarettes, is not permitted anywhere in the building.
- Bags, cases and leads from laptops must not be left in a position where they may cause tripping, in walkways etc.
- Extinguishers, fire alarm call points, gangways, corridors and means of escape must be kept clear. Fire doors must be kept closed.

### **Weston Building**

- Eating and drinking are not permitted in the Weston building.
- There are no first aiders based in this building. Contact Reception for assistance.
- Smoking, including the use of electronic cigarettes, is not permitted anywhere in the building.
- Bags, cases and leads from laptops must not be left in a position where they may cause tripping, in walkways etc.
- Extinguishers, fire alarm call points, gangways, corridors and means of escape must be kept clear. Fire doors must be kept closed.

## **SPORTS FACILITIES**

### **Clubs and Sporting Activities**

The University provides no supervision for recreational activity. Use of recreational facilities is at personal risk. The Students' Union does its utmost to promote good, safe sporting events. However co-operation is required from the individuals involved.

The Students' Union has drawn up safety procedures for each club activity/sport carried out at Harper Adams. These procedures should be acknowledged and adhered to. Students must make themselves aware of any operational procedures relating to the Sports Hall, Multi Gym, Swimming Pool, Squash Courts, MUGA Pitches, Sports Pitches, AstroTurf or Clay Pigeon Shooting Area before they are used.

**Persons found breaking these regulations and endangering the safety of others will not be allowed to continue the club activity/sport and may be subject to disciplinary action.**

### **Sports Hall and Fitness Studio**

The Sports Hall is available for use by booking only via the Sports and Societies Support Officer on extension 5442 or in FF5.

Sports equipment can be set up by users, depending on requirements. Various set-ups can be arranged at time of booking.

Suitable footwear must be worn at all times (non marking soles only).

First Aid can be accessed via Student Services and Reception in the Main Building during working hours, or the Student Wardens and Security outside working hours. (Security staff may not all be first aid trained).

### **Multi Gym**

The equipment within the Multi Gym is provided and maintained by the Students' Union. Its use is confined to members of the Multi Gym, which is administered by the Sports and Societies Support Officer. Users should comply with the instructions for use associated with each item of equipment. They should take care to avoid strain injury by not over estimating their physical capability to use the equipment. **All potential users must undergo an induction before membership can be confirmed and access granted.**

- Appropriate signage detailing what to do in the event of an emergency and a list of qualified First Aiders in the vicinity will be found in the Gym.
- A phone situated in the Gym is for emergency numbers only including Duty Warden mobile and Security.
- Security will lock the Gym at night and open it in the morning. At all times a swipe card will determine entry.
- The Gym is not available for use by conference and short course guests.
- Users must always swipe to gain access and ensure the door is fully closed after entry/exist and must not allow others access.
- Users must abide by the instructions on display in the Gym at all times, as well as any verbal interactions given by Harper fitness staff. Members may be asked to leave if found to be in contravention of these instructions.



## **Swimming Pool**

All swimming pools are a potential danger to users. The depth profile of the University pool makes it unsafe for diving which is prohibited. In view of the inherent risks it is strongly advised that students arrange to be accompanied when using the pool. Persons entering the pool area must not attempt to interfere with the pool cover in any way.

The pool is only open during the summer months, normally over the period May until September, between 6.00 am and 9.00 pm. Outside those times and during the winter the pool is closed and entrance into the pool area is forbidden.

Explicit information about the pool and its use, in graphic and written form, is prominently displayed at the poolside and at the changing rooms' entrance to the pool. Students must familiarise themselves and comply with this information. An emergency telephone is located on the pool side. Also flotation devices are in place in case of emergency.

Students wishing to use the swimming pool must register with Student Services and collect a copy of the regulations before being issued with the entry code.

## **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. Eye protection is also advisable.

Lighting for the 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 to the Estates Department, Student Services or Security.

Playing time restrictions are published at the courts. During official club times recreational members are not permitted.

## **Clay Pigeon Shooting Area**

The University Clay Pigeon Shooting Club under its management and supervision allocates the area for use. It is situated away from the campus, on the extremity of the University estate on the north side of the B5062. There is no direct access by track from the University estate. The normal approach is by vehicle or on foot from the B5062 on a track at the north east edge of Tibberton Ancellor Field.

The shooting ground is located within the University farmland. Due care shall be taken to avoid injury to farm staff and farm livestock and to disruption of farm traffic accessing areas around the clay ground.

Given the relative isolation of the area, the lack of easy access and the nature of the activity, the assessment is that the activity poses no risk to walkers on the nearby

tracks. Nevertheless, students should be aware of the facility and its associated activity. Students can only use this facility under direct supervision of the Shooting Club.

### **Astroturf/MUGA Pitches**

The following regulations for use are displayed on the perimeter fence of the pitches:

- No unauthorised equipment use.
- No Studs or Blades – Please wear clean foot wear only.
- No Chewing Gum.
- No Spitting.
- No Smoking, including the use of electronic cigarettes.
- No Bikes.
- \*No Spectators on playing surface\*.
- No food or drink allowed on playing surface.
- DO NOT Climb on goal posts, perimeter fence or netting.
- DO NOT Drag goals or place heavy or sharp objects on the playing surface.

The perimeter fence remains locked when the pitch is not in use. The astroturf must be booked through the Sports and Societies Support Officer, who will arrange for the Porters or Security staff to unlock the gate. The MUGA pitches will require swipe card access to open, with a fee charged for floodlit use.

## **TEACHING AREAS**

### **Safety Codes of Practice**

Each teaching area will have a **Safety Code of Practice**. These describe arrangements by which the risk of accident and injury can be removed or significantly reduced within a given area. Safety Codes of Practice **must** be followed.

### **Good Housekeeping Practice in All Laboratories and Workshop Areas**

- Good housekeeping is the foundation of safety. Every effort must be made to keep work areas neat and tidy.
- Broken glass and contaminated sharp items must only be disposed of by using the special containers designated solely for this purpose. This type of waste must not be placed in conventional waste bins.
- All loose materials, waste, off-cuts, etc, should be removed from machinery, equipment and apparatus at the termination of each operation or work period. Waste materials must not be allowed to accumulate.
- All materials dropped or liquid spilt on the floor must be removed or cleaned up immediately. Floors must be kept clear. Cables and leads must not be allowed to trail across gangways or corridors.

- Sufficient time must be allowed at the end of each work period to tidy up and return all material, equipment and apparatus to safe storage.

### **Laboratories**

Laboratories can be the location of serious personal injury or fire unless adequate precautions are taken. All students are required to abide by the Laboratory Regulations and various Codes of Practice for each Laboratory. Copies of these can be found on Moodle under Labs Resources, and a summary of them is given below with key regulations highlighted in **bold**.

For all first year students enrolled on an undergraduate programme involving two or more modules which utilise Harper Adams University laboratory facilities, then a one hour laboratory induction class will be scheduled during the first week of the autumn term. This class is **COMPULSORY**, and all such students must attend. Please note a register will be taken and attendance reported accordingly.

Students using the laboratories for project work will need to receive appropriate training on equipment and will sometimes be required to participate in additional inductions for specific laboratory areas before they are allowed to commence work. Examples might include: training on use of centrifuges; training in the use of specific instrumentation eg the bomb calorimeter, clinical analysers or PCR machines; inductions for working in the microbiology laboratories, particularly the containment level 2 laboratories. Any student may seek assistance from laboratory staff for laboratory –related project work if they need to.

- **Always wear your laboratory coat and fasten it up. Remember – NO COAT, NO CLASS. Do not be rude to any member of staff who enforces this rule.**

Students are expected to provide their own laboratory coat for use in the laboratories. Laboratory coats may be pre-ordered using the slip of paper sent to you in your Welcome Pack. These coats will be available for collection at your laboratory induction class. For those who have not preordered, lab coats may also be purchased at your laboratory induction class and thereafter from the Technicians' Office in the Princess Margaret Laboratories (Room S1) or the Elizabeth Creak Building ECG5.

If for some reason you do not have your lab coat with you, then hire coats (distinguishable by their coloured collars) are available at a cost of £1 per class.

- **Long hair must be tied back. Hats and scarves must be removed.**
- **Sensible footwear must be worn. Flip-flops and open toed shoes are not acceptable.**
- **Smoking, including the use of electronic cigarettes, eating, drinking, taking medication and applying cosmetics is not permitted anywhere in the university laboratories.**
- Laboratories are, by very nature, hazardous environments. Therefore, **all students are expected to behave in a sensible manner at all times.** Any

- rowdy, disruptive, drunken, rude or abusive behaviour may result in the student being asked to leave the building.
- Bags and cases must not be left in a position where they may cause tripping. Gangways and walkways must be kept clear at all times.
  - Operating procedures and instructions must be followed. Warning and information notices are posted in the laboratory as a reminder of instruction already given.
  - Report any equipment or apparatus which fails to operate or appears faulty to a member of staff. On no account attempt a repair yourself.
  - Always keep the laboratory tidy. Waste materials must not be allowed to accumulate. Tidy up at the end of each period, returning equipment and chemicals to the appropriate location.
  - Take care when handling chemicals. Spillages must be cleaned immediately and containers should have their contents clearly marked.
  - On completing an experiment, clean any glassware and dispose of used chemicals as instructed. Do not pour them down the sink unless specifically told to do so. Broken glass must be disposed of in the bin provided and labeled for this purpose.
  - Report all accidents and incidents to a member of staff. Always seek first aid should an injury be sustained.
  - If in doubt ask. Only proceed if you are certain of the precautions to take.
  - Extinguishers, fire alarm call points, gangways, corridors and means of escape must be kept clear. Fire doors must be kept closed.
  - Authorised Risk and COSHH assessments for all procedures and chemicals used for carrying out any project work must be completed before work commences. COSHH and Risk Assessment Forms are available on Moodle and the University Intranet. The Material Safety Data Sheets (MSDS) needed to fill in the COSHH forms are easily accessible on [www.sigma-aldrich.com/msds](http://www.sigma-aldrich.com/msds).

### **Laboratory Access**

Undergraduate students are not permitted to work in the laboratories unless supervised. The normal periods of supervision are 9.00 am - 5.00 pm Monday to Friday. A technician is available on a rota basis between 1.00 - 2.00 pm.

Undergraduate students may only enter restricted access areas under the supervision of a member of laboratory or academic staff.

Students *may* under exceptional circumstances be permitted to work in the laboratories outside the normal periods of supervision *provided* the Risk and COSHH assessments suggest that the risks associated with the work are low and an Out of Hours Access Form has been completed. These forms are available from the

Laboratory Manager. Please remember that requests for Out of Hours Access are dealt with on a case-by-case basis and that access is **not** an automatic right. Permission from the Laboratory Manager or Senior Technician **is** required and you must allow time for your request to be adequately assessed.

Lone working during Out of Hours is **not** permitted for undergraduates. Lone working for postgraduates may be permitted but the student will be required to use a Lone Worker Alarm.

All students are prohibited from entering the chemical store.

### **Engineering Facilities**

This includes the AEIC, Applied Engineering Facilities and outdoor areas.

Workshops can be the location of serious personal injury unless adequate precautions are taken. All students using these facilities must comply fully with the Engineering Code of Practice.

- All engineering facilities carry a potential risk and therefore students are not permitted to enter any of the areas without authorisation and without supervision.
- All activities will be conducted in line with health and safety best practice. Students are required to comply with any and all instructions whether communicated through signage or verbally.
- Report all accidents and incidents to a member of staff. Always seek first aid should an injury be sustained.
- Extinguishers, fire alarm call points, gangways, corridors and means of escape must be kept clear. Fire doors must not be blocked, even for a short period and never be kept locked.
- Workshops are, by their very nature, hazardous environments. Therefore, **all** students are expected to behave in a sensible manner at all times.
- Any rowdy, disruptive, drunken, rude or abusive behavior may result in the student being asked to leave.
- Bags and cases must not be left in a position where they may cause tripping. Gangways and walkways must be kept clear at all times.
- Report any equipment or apparatus which fails to operate or appears faulty to a member of staff/technician. On no account attempt a repair yourself.
- Always keep the laboratories/workshops tidy. Students are expected to tidy up at the end of each period, returning equipment and chemicals to the appropriate location.
- Shorts and soft shoes are not permitted in any of the applied/practical areas or

laboratories. This is not negotiable.

- If in doubt, ask.
- Only use machinery, equipment or apparatus following suitable instruction and when supervision is available.
- Keep floors clear and clean, particularly gangways and areas around machinery. Materials dropped or spilt must be picked up or cleaned up immediately. Ensure personal bags and cases cannot cause tripping.
- All users of the Engineering facilities must wear appropriate protective clothing, ie overalls and safety boots must always be worn in the Engineering facilities.
- Scarves, ties, loose cuffs, etc must be removed, tucked in or fastened. Long hair, including fringes, must be tied back or covered. Remove rings and bracelets before the machine does it for you.
- Use all Personal Protective Equipment which is provided by the University.
- Hand injuries can easily occur through misuse of hand tools. Always follow the instruction given. The correct tool should always be used and the work piece must be secure.
- Operating instructions and procedures, information notices and warning notices must be followed at all times.
- Please help to keep the workshop tidy to reduce the risk of accidents. Leave sufficient time at the end of the working period to tidy up and return all materials, equipment or apparatus to safe storage. Waste materials must not be allowed to accumulate as this increases the risk of fire or injury. To keep the workshop clean, please use the equipment provided in cleaning bays around the workshop.
- Switch off and unplug/isolate before making an adjustment to a piece of machinery, equipment or apparatus. Ensure that all guards are in position before switching on. Report broken or missing machine guards to the senior workshop technician.
- Smoking, including the use of electronic cigarettes, eating or drinking is not permitted in the workshops or the vehicular access area in front of the workshops.
- Visitors must keep to the marked pedestrian pathways if not wearing the required personal protective equipment.

### **Engineering Workshops Access**

Students are not permitted to work in the workshop unless supervised. The normal periods of supervision are 9.00 am - 5.00 pm, Monday to Friday. A technician may be available between 1.00 - 2.00 pm by prior arrangement.

Students may be permitted to work in the workshops outside the normal periods of supervision, provided a full risk assessment for the task and a COSHH assessment have been undertaken, that the risks associated with the work are low, the student possesses an appropriate and approved certificate of competence and complies with the agreed requirements.

### **Hydrotherapy Access**

Students are not permitted to enter the Hydrotherapy Room within the Veterinary Sciences Centre unless supervised. The normal periods of supervision are 9.00 am – 5.00 pm Monday to Friday.

### **Crop and Environment Research Centre (CERC)**

Staff within the Crop and Environment Research Centre (CERC) provide a support service to students. Students and their respective supervisors are responsible for ensuring that the student is adequately trained and qualified for the tasks required.

- All tasks undertaken in CERC must follow standard operating procedures (SOP), which are available from CERC. Any deviations from the SOP must be discussed with CERC staff and supervisor, as these may affect the use of equipment, the safety to the operator as well as the reliability of data obtained.
- Before undertaking any work in CERC, students must make CERC staff aware of their detailed plans as equipment will need to be booked, and samples and waste disposal arranged. Students must be instructed in the use of any equipment they intend to utilise and demonstrate their competence before undertaking any work.
- Students handling agrochemicals must hold the correct Pesticide Application qualification which is based on operator competence and accountability. A PA qualified student is responsible for retaining their own spray records.
- Students should be aware of others working in the same areas as themselves and how their work may impinge on their safety.
- All areas should be kept tidy and tools and equipment returned to their correct storage areas. CERC staff should be notified immediately of any problems with equipment.
- Students are not allowed to drive CERC vehicles. In exceptional circumstances, if it is deemed necessary to do so, permission must be sought and approved by the University Secretary's office. This may only be granted if they are trained, licensed and competent to do so.
- If in doubt about any aspect of working in the CERC area, ask any member of CERC staff.
- Students may be permitted to work in the laboratories outside the normal periods

of supervision provided the COSHH assessment suggests that the risks associated with the work are low and an Out of Hours Access form has been completed. These forms are available from the Trials Manager. For lone working, seek advice of Trials Manager. Lone worker alarms are available from the Trials Manager if approved for out of hours working.

### **Lone Worker Alarms**

Lone worker alarms are available from Security (Porters' Lodge, Security Mobile 07980 061128) or the Library Helpdesk for students who are required by their supervisors to work on University property out of hours. All out of hours work should be approved by supervisors. Out of hours approval forms should be completed for work on the farm, in Engineering, and at CERC. Undergraduates/Postgraduates will only be permitted to complete low risk work out of hours. Undergraduates are not usually permitted to work out of hours in the Princess Margaret Laboratories.

### **On the Farm**

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

Access to the livestock accommodation areas of the farm is through the boot room (for large animals) and the changing room for the poultry area.

- Codes of Practice and other information on farm health and safety are displayed on the noticeboards located in the boot room and outside the livestock technicians' office.
- If in doubt ask. Only proceed if you are certain of the precautions to take.
- Do not enter animal areas without permission.
- Farm animals must be handled with care and only under the supervision of trained personnel.
- Gates, doors etc in animal areas must be left as found.
- No unauthorised persons may work with, ride on or follow tractors and agricultural machinery.
- No unauthorised persons should be in the same yard as cattle.
- Do not carry passengers in tractors not equipped with the necessary seating.
- Appropriate protective clothing should be worn at all times and will be issued accordingly.
- Smoking, including the use of electronic cigarettes, is prohibited in barns, animal



houses, feed stores, milking parlours and during any operation involving the movement of hay, straw or other flammable materials.

- Members of staff, students and visitors may not bring dogs, cats or other domestic pets or livestock on the farm. University roadways and public footpaths are excluded.
- Bio-security. Full details of the University's bio-security procedures are available on the University Intranet.

### **Anti-tetanus Vaccination**

Many agricultural activities involve the possibility of exposure to faeces or soil which often contain the bacterium *Clostridium tetani*. Toxinogenic strains of this organism which enter wounds can cause tetanus or lockjaw in both animals and humans. To protect yourself from the possibility of tetanus, you are strongly advised that you have an anti-tetanus vaccination.

Most students will come into contact with animals on the University Farm at some time during the period of their course. A number will be involved with animals during their periods of sandwich training. Some will take holiday or part time jobs, which involve working with livestock. Animals can transmit disease. Students must therefore ensure that their tetanus injections are up-to-date before commencing their course.

### **Working with Animals**

- Do not enter animal areas without permission.
- Do not handle animals unless you are adequately skilled with the species in question. Careless handling is unfair to the animal and dangerous to the person.
- If in doubt ask. Only proceed if you are certain of the precautions to take.
- Needles, blades or other sharps should be disposed of in the appropriate designated container.
- Always wash your hands thoroughly with soap and water immediately after handling animals or animal related equipment.
- Do not eat, drink or smoke, including electronic cigarettes, when in an animal area.
- Always wear disposable gloves when dealing with animals that have been exposed to disease. Collect and dispose of gloves in the designated areas.
- Clean protective clothing must be worn when entering pig or poultry units. Foot baths located outside each poultry house and each pig building must be used by any person wishing to enter the houses.
- Any bite, cut or scratch received by an animal must be treated by a First Aider

and the event reported.

- If you become unwell after working with animals, inform your Doctor of all animal contact you have experienced recently.
- All personnel who handle animals are advised to ensure that their tetanus immunisation is up to date. Seek medical advice with regard to other immunisations which may be recommended when working with animals.
- Certain procedures, such as sheep dipping, involve the use of potentially harmful chemicals. Follow manufacturers' instructions at all times.

### **Farm Machinery and Equipment**

The farm and a number of University departments operate large items of machinery and sophisticated electronic equipment which are potential risks. In no circumstances should any student attempt to use any item of machinery, plant or equipment without supervision, appropriate certification, or unless they have specific permission and competency has been proven.

- Borrowing farm machinery is strictly prohibited without permission.
- Only use machinery and equipment following suitable instruction and if adequate supervision is available. Users should be competent in use of machinery and licensed to drive all vehicles.
- Report any equipment failure to a member of staff. On no account attempt a repair yourself.
- Never use machinery or equipment alone unless you have been fully trained and are competent to do so and have the permission of the manager of the area.
- Operating instructions and procedures, information notices and warning notices must be followed at all times.
- If in doubt ask. Only proceed if you are certain of the precautions to take.
- Operators must not misuse or recklessly interfere with any safety guards or equipment. Switch off and isolate from the electrical power source before attempting an adjustment to machinery.
- Training should be undertaken prior to using any farm machinery and equipment.
- Tractors must be driven carefully and at a speed consistent with the prevailing conditions.
- Vehicles using public roads must comply with Road Traffic Regulations. Avoid creating potentially hazardous situations on the road.
- Always switch off engines when dismounting from tractors and other powered machines.

- Never ride on a tractor as a passenger or an observer.
- Appropriate clothing should be worn at all times.
- Ear defenders must be used with noisy equipment, safety goggles when advised, safety helmets during construction work and whilst riding on or driving ATVs and respirators worn when dealing with dusty atmospheres.

### **Personal Car Insurance Cover**

Students, who wish to use their own vehicles when travelling to and from field trips, should check with their insurance companies that they are appropriately covered. This may be classed as study related or business use which can increase the cost of premiums. Social premiums will not cover study related activities

## **GUIDANCE NOTES FOR FIELD WORKERS**

Field work is an essential part of undergraduate, postgraduate and research studies. However a wide range of hazards exist in the field, ranging from extreme topography to diseases transmitted by farm animals. It is important that the risks associated with field work are carefully assessed before such work is authorised. In addition field work should not have a deleterious effect on the environment nor should it increase the risks of disease being spread amongst farm animals. Often field work is undertaken by 'lone workers' and hence it is particularly important that we establish that such work does not involve unacceptable risks.

### **What is 'Field work'?**

Any operation carried out in the field (including the University Farm) by staff and/or students as part of their studies. Investigational projects and student field visits are included in this definition.

### **Before any field work is undertaken you must**

1. Complete the 'Risk Assessment and Emergency Contact Form'.
2. Ensure the form is approved by your project supervisor.
3. Lodge the form with the Head of Academic Group.
4. Convey the results of the risk assessment, and in particular any control measures that you are required to introduce, to all involved with the field work.
5. Ensure that you have the appropriate first aid equipment.

### **Completing the Risk Assessment Checklist**

Section 7 of the form requires you to do a risk assessment. Some guidance on completing this section is given below.

### **Activity**

You must subdivide the work you intend to do into distinct tasks or activities. For example, if you intend sampling water you will need to consider, amongst other things, the actual type of location in which the sampling is to take place, eg steep sided lagoon, and the nature of the sample taken, eg slurry.

### **Identify Hazards**

A 'hazard' is the potential of a situation to cause harm, eg falling into a slurry lagoon. Hazard can be ranked from (1) which suggests that any harm arising from the situation would be of a very minor nature, to (5) where very serious harm (ie death) could result if this situation arose.

### **Probability of Occurrence**

How often is the situation causing harm likely to happen? A low probability (1) would suggest that the situation hardly ever arises, perhaps less than once in twenty years

(eg snow on the Welsh mountains in August). A very high probability (5) would suggest a very common occurrence, ie a situation that arises on almost every occasion (eg snow at high altitude in the Alps in February).

## Risk

Risk is the likelihood of a person being harmed as a result of the hazard.  
Overall risk can be calculated: Risk = Hazard x Probability

### Scores for Overall Risk

Hazard Ranking	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Probability ranking				

The shaded areas represent an unacceptable level of risk, permission to undertake such work, without steps to reduce the risk, would almost certainly be refused.

## Control Measures

Control measures are the steps you can take to reduce the risk. These measures would lower the overall risk rating and may well permit the work to go ahead. It is important that these measures are clearly identified and always form part of the procedure.

## Additional Action if the Nature of the Risk Changes

The situation may change during field work eg weather deteriorates badly or an accident happens. What contingency plans have you made?

## Monitoring the Assessments made on the Form

Many of the judgments you have made in producing the overall risk assessment are subjective. You must continuously monitor your work and in the light of experience redo your risk assessment and appraise your control measures. **IF, DURING THE COURSE OF YOUR WORK, YOU DISCOVER THAT YOU HAVE SERIOUSLY UNDERESTIMATED A RISK OR FAILED TO IDENTIFY A SERIOUS HAZARD, YOU MUST STOP THE WORK IMMEDIATELY.**

## Equipment List for Field work

It is essential to carry basic first aid equipment with you whilst in the field. Basic items are listed below. If you involved in any work abroad/and or in remote locations you may need additional first aid and survival equipment.

### **Equipment to take out in the field**

- A first aid kit to include: dressings (extra large to small), elastoplast dressings (or suitable substitute if allergic to plaster), bandages, sun cream, lip salve, insect repellent, foot powder, bottle of drinking water.
- Headache tablets and personal medication.
- Appropriate clothing (waterproofs, sturdy footwear and sun protection) and eye protection.

### **Survival Equipment**

- Map\* } \* you need to know how to read a map and use a compass
- Compass\*
- Whistle
- Mobile phone or portable alarm system
- Survival bag

## **RISK ASSESSMENT AND EMERGENCY CONTACT FORM FOR FIELD WORKERS OR FIELD TRIPS**

### **1. Details of the Field Worker.**

<b>Name</b>	
<b>E-mail</b>	
<b>Telephone number</b>	
<b>Mobile number</b>	

### **2. Details of Course.**

<b>Course</b>	
<b>Year</b>	
<b>Number of students</b>	

### **3. Details of the Supervisor/Organiser.**

<b>Name</b>	
<b>Organisation</b>	
<b>E-mail</b>	
<b>Telephone number</b>	
<b>Mobile number</b>	

**YOU MUST TAKE A COPY OF THIS FORM WITH YOU ON YOUR FIELD WORK**

**4. Contact during Field work.**

<b>DATE OF VISIT</b>	
<b>Location of site (s) visited (include grid ref)</b>	
<b>Will you be working alone?</b>	Yes <input type="radio"/> No <input type="radio"/>
<b>Can you be contacted on your mobile during fieldwork</b>	Yes <input type="radio"/> Mobile number:                      No <input type="radio"/> If No how can you be contacted?
<b>If an accident occurs, how will you raise the alarm?</b>	
<b>Is there anyone in your party with an up-to-date first aid certificate?</b>	Yes <input type="radio"/> No <input type="radio"/> Name and date certificate expires:

**4a. If multiple visits to do the same work, give dates or frequency of visits.**

<b>DATE OF VISIT</b>	
<b>Location of site (s) visited (include grid ref)</b>	
<b>Will you be working alone?</b>	Yes <input type="radio"/> No <input type="radio"/>
<b>Can you be contacted on your mobile during fieldwork</b>	Yes <input type="radio"/> Mobile number:                      No <input type="radio"/> If No how can you be contacted?
<b>If an accident occurs, how will you raise the alarm?</b>	
<b>Is there anyone in your party with an up-to-date first aid certificate?</b>	Yes <input type="radio"/> No <input type="radio"/> Name and date certificate expires:

**YOU MUST TAKE A COPY OF THIS FORM WITH YOU ON YOUR FIELD WORK**

**4b. If multiple visits to do the same work, give dates or frequency of visits.**

<b>DATE OF VISIT</b>	
<b>Location of site (s) visited (include grid ref)</b>	
<b>Will you be working alone?</b>	Yes <input type="radio"/> No <input type="radio"/>
<b>Can you be contacted on your mobile during fieldwork</b>	Yes <input type="radio"/> Mobile number:                      No <input type="radio"/> If No how can you be contacted?
<b>If an accident occurs, how will you raise the alarm?</b>	
<b>Is there anyone in your party with an up-to-date first aid certificate?</b>	Yes <input type="radio"/> Name and date certificate expires:                      No <input type="radio"/>

**4c. If multiple visits to do the same work, give dates or frequency of visits.**

<b>DATE OF VISIT</b>	
<b>Location of site (s) visited (include grid ref)</b>	
<b>Will you be working alone?</b>	Yes <input type="radio"/> No <input type="radio"/>
<b>Can you be contacted on your mobile during fieldwork</b>	Yes <input type="radio"/> Mobile number:                      No <input type="radio"/> If No how can you be contacted?
<b>If an accident occurs, how will you raise the alarm?</b>	
<b>Is there anyone in your party with an up-to-date first aid certificate?</b>	Yes <input type="radio"/> Name and date certificate expires:                      No <input type="radio"/>

**YOU MUST TAKE A COPY OF THIS FORM WITH YOU ON YOUR FIELD WORK**



**5. Function of the Field work.**

<b>COUNTRY</b>	
Habitat (eg farmland, near water, high altitude)	
<b>WHAT WILL YOU DO ON THE FIELD VISIT?</b>	
<b>Have you completed a risk assessment for the tasks to be undertaken and attached the assessment to this form?</b>	
<b>Yes</b>	<input type="radio"/>
<b>No</b>	<input type="radio"/>
What steps have taken to limit damage to the habitat visited? (eg transmission of disease to livestock units)	

**6. Additional information.**

--

**YOU MUST TAKE A COPY OF THIS FORM WITH YOU ON YOUR FIELD WORK**

**7. Risk Assessment Checklist.**

Please read guidance notes before completing.

<b>Activity</b>	<b>Identified hazard</b>	<b>Probability of occurrence</b>	<b>Numerical risk</b>	<b>CONTROL MEASURES</b>	<b>Additional action if nature of risk changes</b>

**8. Declaration.**

<b>COMPLETED BY</b>	
Name.....	<b>Field Worker/Organiser</b>
Signature:.....	Date:.....
<b>APPROVED BY</b>	
(1) Name.....	<b>Project Supervisor</b>
Signature:.....	Date:.....
(2) Name .....	<b>Field Safety Officer</b>
Signature:.....	Date.....

**9. Checklist**

A copy of the Contact Form and the Risk Assessment Form, appropriately approved, has been lodged with:-	
a. Head of Academic Group	<input type="checkbox"/>
b. the Project Leader or Field Course Leader	<input type="checkbox"/>
c. the results of the risk assessment have been conveyed to all involved with the fieldwork	<input type="checkbox"/>

**YOU MUST TAKE A COPY OF THIS FORM WITH YOU ON YOUR FIELD WORK**

### **Staff Resident on Campus**

			<b>Office</b>	<b>Home</b>
Vice Chancellor	Dr DG Llewellyn	Ancellor House	5240	815232
Deputy Vice Chancellor	Professor P Mills	Field House	5229	814933
Student Services Manager	Mrs R Hayhurst	Roseville	5222	812355
Assistant Student Services Manager	Miss J Da Silva	15 Newtown	5286	825273
Students' Union President	Charlotte Gartbutt	Jay's Nest	5356	825096

Student Wardens are resident in the following areas:

#### **Name**

#### **Email**

#### **Boughey Hall**

Edward Tyler  
Amy Hawes

[14118900@live.harper.ac.uk](mailto:14118900@live.harper.ac.uk)  
[14067500@live.harper.ac.uk](mailto:14067500@live.harper.ac.uk)

#### **Bradford Hall**

Daniel Markham  
Cara Rhodes

[13018600@live.harper.ac.uk](mailto:13018600@live.harper.ac.uk)  
[14098200@live.harper.ac.uk](mailto:14098200@live.harper.ac.uk)

#### **Gloucester Hall**

Thomas Talbot  
Christine Lofthouse-Pratt

[14026500@live.harper.ac.uk](mailto:14026500@live.harper.ac.uk)  
[13018900@live.harper.ac.uk](mailto:13018900@live.harper.ac.uk)

#### **Harris Hall**

Matthew Southall

[14047500@live.harper.ac.uk](mailto:14047500@live.harper.ac.uk)

#### **Ward Hall**

Eleanor Savage

[14046100@live.harper.ac.uk](mailto:14046100@live.harper.ac.uk)

#### **Courtside Halls (PRH, Leverhulme and Jerman)**

Hamish Logan (Leverhulme Flat)  
Victoria Loose

[14039800@live.harper.ac.uk](mailto:14039800@live.harper.ac.uk)  
[14029000@live.harper.ac.uk](mailto:14029000@live.harper.ac.uk)

#### **Pitchside Halls (Darwin A & B, Darby, Jebb and Silcock)**

Richard Biggin (Jebb Flat)  
Daisie Elliott

[12076000@live.harper.ac.uk](mailto:12076000@live.harper.ac.uk)  
[15075000@live.harper.ac.uk](mailto:15075000@live.harper.ac.uk)

## **Flatt Road (Flatt Road, Newtown and Poultry Drive)**

Lewis McClinton

[14117100@live.harper.ac.uk](mailto:14117100@live.harper.ac.uk)

Zoe Mitton

[14002000@live.harper.ac.uk](mailto:14002000@live.harper.ac.uk)

## **Useful Contacts**

Porter/Security Guard	01952 815321
Security Guard (Mobile)	07980 061128
Dentist (Newport)	01952 811973
Doctor (Newport)	01952 820400
Doctor out of hours	111
Emergency	999 / 112
Taxis	01952 501050