

Student Safety Handbook 2021



**Harper Adams
University**

SEPTEMBER 2021

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, injury and infection, 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.

Prof Michael Lee Interim Vice-Chancellor

A handwritten signature in black ink, consisting of a long horizontal stroke followed by several vertical and curved strokes, representing the name Michael Lee.

September 2021

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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 an academic induction upon arrival. Further general safety arrangements and the explanation of emergency procedures are contained within this booklet.

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.

HEALTH AND SAFETY POLICY STATEMENT 2021/22

This Policy Statement sets out the commitment of the Board of Governors of Harper Adams University, Newport, Shropshire, as the responsible authority for the purposes of the Health and Safety at Work Act (HSWA) 1974. The Board of Governors are aware of and will carry out their duties and responsibilities under the Act to ensure, as far as reasonably practicable, the health safety and wellbeing at work of all employees of the University, all students registered with and attending the University and others who may be affected by University work, activities and undertakings.

The Board of Governors will, through the Vice-Chancellor and Managers, take all measures within its powers to meet these responsibilities in accordance with the general requirements of the Health and Safety at Work Act (HSWA) 1974 and the specific requirements of the Management of Health & Safety at Work Regulations (MHSWR) 1999 in particular, and in compliance with Section 2 (2) of the HSWA Act:

- a. Will provide and maintain machinery and work systems that are, as far as is reasonably practicable, safe and without risk to health;
- b. Will make arrangements for ensuring, so far as is reasonable and practicable, the safety and absence of risks to health in work systems involving the use, handling, storage and transport of articles and substances;
- c. Will provide the necessary information, instruction, training and supervision to ensure, so far as is reasonably practicable, the health and safety at work of its employees and students registered with and attending the University;
- d. Will maintain, so far as is reasonably practicable, all places of work under its control in a safe condition and without risks to health and provide and maintain means of access to and egress from them that are safe;
- e. Will provide and maintain a working environment for its employees and students, so far as is reasonably practicable, that it is safe and without risks to health and adequate welfare arrangements and facilities at work.
- f. Will involve employees and their representatives in the promotion of Health & Safety.

The Board of Governors agrees, in compliance with Section 2 (7) of the HSWA Act, to the establishment of a Health and Safety Committee. Such a Committee will be composed of the Health and Safety Officer, Biological Safety Officer, Radiological Safety Officer, Laser Safety Officer, UAV Safety Officer, academic staff and representatives from departments of the University, including the students and such other representatives whose presence may be desirable from time to time. Details of these Health and Safety Committee representatives will be listed in the Terms of Reference.

The Board of Governors will provide, through the appropriate medium, technical advice to employees and students in relation to the work that each of them carries

out and, in particular, in relation to all new machinery, equipment and materials which may involve hazards to health & safety.

Harper Adams University is committed to ensuring the development of a positive health, safety and wellbeing culture by integrating awareness of health and safety requirements into everyday working activities and management systems. To this end every individual member of staff, student, visitor or contractor, under section 7 of the HSWA Act, must take care of their own health and safety; take due consideration for the health and safety of others; not interfere with or misuse facilities that are there in the interests of health and safety; and comply with the University's policies and procedures, and the relevant arrangements for the area or activity.

The Board of Governors reminds its employees and students that they must not intentionally or recklessly interfere with or misuse anything provided in the interests of their health and safety which the Board has been required by law to provide.

The Board of Governors requires all of its employees and students to work in a safe manner at all times and to cease using machinery, equipment, work places and protective clothing immediately they become unsafe or defective.

All accidents to employees, students and visitors, involving injuries, must have the details recorded on the University's accident and near miss reporting system maintained by departments and by the Health and Safety Officer. First aid equipment is provided in appropriate places in the various sections of the University.

In accordance with Section 9 of the HSWA Act the Board of Governors will not charge, or permit to be charged, any of its employees in respect of any matter connected with their health and safety at work which it is required by law to provide.

The Board of Governors has delegated responsibility for:

- a. such organisation and arranging of training for employees;
- b. such dissemination of information and instruction for students;
- c. such provision of guards, protective clothing and safety as are deemed necessary for the Board to meet its responsibilities under the Act as follows:

Overall responsibility	Vice Chancellor
Information and Advice	Health and Safety Officer
Radio-active materials and equipment	Radiological Protection Officer/ Laboratories
Biological Safety	Biological Safety Officer
Lasers for Research	Laser Safety Officer
Fire Safety	Estates and Facilities Manager
Academic Departments and Laboratories	Deputy Vice Chancellor
Library	Library Services Manager
Learner Support	Academic Registrar
Computing	Director of Finance
University Farm	Farm Manager
Premises and Accommodation	Estates and Facilities Manager
Grounds	Head Groundsman

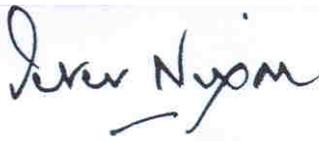
Students & Halls of Residence	Head of Student Services
Housekeeping Staff & Laundry	Housekeeping Manager
Refectory and Kitchens	Catering Manager
Office and Administrative departments	Health and Safety Officer

The names of the members of staff holding the posts mentioned above are shown in Annex B.

The Board of Governors has circulated to the above members of staff its policy of health and safety for its employees and students, and these members of staff have accepted responsibility for the day-to-day implementation of such policy.

The Board of Governors has authorised the preparation and publication by the aforementioned members of staff of specific responsibilities, instructions and hazard details, where they exist, in relation to their particular section of the University.

The Board of Governors undertakes to review and update this written Health and Safety Policy Statement annually unless there are changes in the responsibilities of the persons named within it, in which case a revised Statement will be issued to employees and students. A copy of this Statement will be provided for every employee.



SIGNED.....

Chairman, Board of Governors,
March 2021

COVID-19

COVID Secure Campus

During the Covid-19 pandemic we have worked hard to ensure that our campus is safe to attend.

Additional safety measures include:

- Signage indicating 2m social distancing, building layouts, directional signage.
- Installation of hand sanitiser units in entrances, exits, next to lifts and within corridors along with promoting regular hand washing regimes.
- Ensure that spaces can be used with social distancing measures in place.
- Furniture removal to ensure social distancing can be maintained.
- Installation of screens and barriers in visitor/student facing areas such as reception areas.
- Please ensure you follow the signage and wash your hands immediately on arrival and as you depart, or use the hand sanitisers available at the entrances to building and at reception points.

COVID Testing

- Take a lateral flow test (LFT) twice a week if you do not have any symptoms
- LFT testing can be done on campus, Cosy Hall, Newport or at home

FEELING UNWELL ON CAMPUS?

1. If you become unwell on campus, return to or do not leave your residence/student halls, or you can report to the A block first aid hub and follow the steps shown.
2. If you feel well enough to return to your term time student accommodation please do so using your own car or being collected by a member of your herd/household to self-isolate. **Do not use public transport**
3. If you are very unwell and feel treatment is required immediately for yourself or other person, call 999 for an ambulance.
4. If you have symptoms or get a positive LFT result you **must** call the Covid Hotline – 01952 815215.
5. Calling the hotline is vital to enable test and trace and stop further spread of the virus.

COVID-19 SYMPTOMS ARE:

- A High temperature (you feel hot to touch on your chest or back)
- A new, continuous cough (or if you usually cough it may be worse than

normal)

- A loss or change to your sense of smell or taste (you've noticed you cannot smell or taste anything, or things smell or taste different to normal)

IF YOU DEVELOP AT LEAST ONE OF THESE SYMPTOMS – PLEASE FOLLOW THIS PROCESS

- **Students** are to call the hotline – 01952 815215
- **Arrange a PCR test**
- call NHS 119
- or visit www.nhs.uk
- or Use the NHS app
- You must tell them you are a Harper Adams University student or staff member.

6. Isolate & your household isolates.

- Symptomatic person isolates for 10 days from day of first symptoms
- Household or herd isolates for 10 days, if they have not received 2 vaccinations.

7. Inform your tutor of isolation. You can do this by calling or sending a message via teams.

8. Once you receive your test results, inform the Hotline 01952 815215

WHAT WE WILL DO

- Complete a Covid-19 Notification Form capturing details of a possible case of COVID-19 on campus
- Contact the Telford & Wrekin Health Protection Hub online <https://apps.telford.gov.uk/testandtrace>
- Contact Estates, Security and Housekeeping to isolate and deep clean offices/classrooms etc that you have frequented
- If your test result shows negative your household can stop self-isolating and you can stop isolating 48 hours after you are symptom free.
- If your test is positive you complete your 10 days self-isolation and return to campus 48 hours after you are symptom free. Your household and other identified contacts continue to self-isolate for 14 days.

Further details - Please contact Student Services

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 toucan 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 as this causes an obstruction for farm vehicles.

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](#) 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.

Please ensure you register your vehicle on the portal so that you may park on designated car parks as detailed on the campus map. Parking in other restricted areas may result in parking notices being issued and/or disciplinary action. Harper Adams accepts no liability whatsoever for your vehicle – it is your responsibility. Students should familiarise themselves with the parking policy and disciplinary policy.

<http://portal.harper-adams.ac.uk/bu/estates/Pages/Staff%20Parking.aspx>

GENERAL SITE RULES

Smoke Free Policy

Smoking, including the use of electronic cigarettes and vaping devices, 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 and vaping devices.

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 and vaping devices, is not permitted in student accommodation because of the safety risk that it presents. This policy will continue. Please refer to your accommodation license agreement for further details on penalties and disciplinary action.

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/ 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 Complaints 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 owner (student resident) is responsible for ensuring that the appliances are electrically safe. Please contact Student Services if you require further guidance.

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. You will be expected to dispose of your own rubbish in the refuse areas situated across campus. Disposable face coverings are to be placed in a plastic bag and disposed of with your general waste. Do not allow rubbish to build up within your rooms or kitchen area as this is a health risk. Recycling bins are also available across campus and should be used to dispose of recyclable material.

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. Please note that due to the Covid-19 pandemic you may be requested to wear face coverings in some settings and activities where the 2 metre distancing cannot be achieved and a 1 metre + is imposed.

Vandalism

Tampering with fire-fighting equipment, fire alarms or directional arrows indicating means of escape are a type of vandalism that could seriously affect human safety. Offenders will certainly be charged for any damage they cause, fined or given community service (please refer to the Accommodation License Agreement) and such action could even result in suspension or expulsion from the University in line with the Student Disciplinary Policy.

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. Students should familiarise themselves with the Drugs and Alcohol Policy.

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. Students should familiarise themselves with the Student Disciplinary Policy.

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, e.g. laboratories, workshops, Anaerobic Digester Plant;
- where substances being handled would be hazardous if ingested, e.g. laboratories and workshops;
- where spillage or breakage may result in injury, e.g. sports halls;
- in any part of a designated animal area.
- There are spaces and areas across campus for you to take breaks including outdoor seating.

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 authorised 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 as detailed in the Student Disciplinary Policy.

Firearms

All incoming 1st year students must apply for space in the gun cabinet and only bring their firearm on campus once they have received an email confirming allocation of storage space. Please email the Student Union Sports Co-ordinator for an application. Students can only bring firearms onto campus if they have pre-arranged storage with the Student Union Sports Co-ordinator 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. Please read the Terms and Conditions of your Accommodation License Agreement for full details.

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 Drone Safety Officer due to the safety risks involved.

Harper Adams University operates on more stringent regulation than the UK's ['Drone Code'](#) due to health and safety, General Data Protection Regulation (GDPR) and the Campus and farm being in [LFA9](#) (Low Fly Area 9).

To request permission to fly a drone on HAU campus, including the University's fields and sports pitches. Please complete the [Drone Flight registration page](#) on the University website.

The Drone policy will give further information. 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 and vaping devices, 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 indoors. Electronic cigarettes should not be left on charge for long periods or left unattended 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:

- Leave the building by the nearest exit route.
- 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:

- As soon as you here the fire alarm you should leave the building immediately following the evacuation signs and via the nearest exit.
- Do not waste time collecting belongs
- Walk quickly during the evacuation and instruct others to along the route to evacuate.
- If you are at the back close doors on your way out to stop the spread of fire
- Once outside report to your assembly point for that building, immediately and remain there until you are told by the University Safety Officer or Building Officer that you can go back in the building or leave the area.
- **Never go back inside the building for any reason until told it is safe to do so.**

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 (07976 881772) to assist Security.

First Aid

Nominated First Aiders (i.e. trained University staff and voluntary Student Wardens) are located across most University buildings. Notices are posted in key locations indicating the telephone number to request a First Aider be sent to your location. First Aid Boxes are placed at appropriate locations and are maintained at regular intervals by the Nominated First Aiders.

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.

Main Number for First Aid Assistance: **01952 815599**

Emergency Action in the Event of Accident or Illness

Location of DEFIBRILLATORS: Bamford Library Foyer, C Block Canopy, Dairy farm Building

Location of Oxygen Equipment; Bamford Library Foyer

- Call **01952 815599** for a first aider
- Call will go to Reception or diverted to Security (Out of hours i.e. before 8.45am and after 5.00pm)
- A First Aider will be sent to your location
- Call an ambulance by dialling 999 should the situation be more serious
- Give the precise location and nearest point of access for the ambulance
- Arrange for the ambulance to be met – by notifying Security or Reception
- Ensure that the patient is accompanied at all times

If you have contacted Security or Reception in the first instance to request a first aider, you may also ask them to call for an ambulance.

FIRST AID BOXES available from reception areas or Library foyer

Accident and Incident Reporting

A University Accident/Incident/Near Miss 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 misses') 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:

Conference Office (Aspire Centre)	Porters Lodge/Security
Students' Union Office/Bar Office	Grounds Dept.
CERC	Gym
Reception (Main Building)	Student Wardens and Harris Hub
Reception (Faccenda)	SU Offices
Catering Department (Food outlets and main office)	Bamford Library
Farm Kitchen	Regional Food Academy
Beef and Sheep Boot Room	C Block Kitchen
Estates yard	Engineering Technicians Office
Student Services	Vet Nursing Block and VEC Main Office
Health and Safety Office	Entomology Lab
Housekeeping Office	Jubilee Adams Entrance
Companion Animal House	Agri Epi
Marketing Outreach	AL2
Human Resources	Laboratories
Pig Unit Office	Poultry
AEIC Kitchen	

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

Please note that due to the ongoing Covid-19 pandemic, some facilities may have limited availability.

Use of Students' Union Bar and Recreational Areas

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. Students should familiarise themselves with the Disciplinary Policy.

- 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 volunteer 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 or Hall Wardens during office hours, or Residences Officers, Duty Warden, or Security out of office hours.

Student Accommodation includes standard room contents insurance provided by Endsleigh. Students are encouraged to check the level of coverage on Endsleigh's website and purchase top-up insurance, if required. 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 (e.g. 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.

Engineering Design Centre/Weston Computer Suites

- Please note that additional measures may be in place due to Covid 19, i.e. the wearing of a face covering.
- If you require a first aider contact reception by dialling) or security on 5599
- Eating and drinking are not permitted in these areas, with the exception of the cafeteria.

- Smoking, including the use of electronic cigarettes and vaping devices, 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

Please note that due to the ongoing Covid-19 pandemic, some facilities may have limited availability.

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 HAU's disciplinary action

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 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.**

- Users are to clean all equipment before and after use using the cleaning aids provided or by using hand sanitiser with paper towels. All paper towels are to be disposed of in the bins provided.
- 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

Please note that due to the ongoing Covid-19 pandemic, the outdoor swimming pool may not be accessible.

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.

Please note that the swimming pool does not have a lifeguard on duty.

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.

Clay Pigeon Shooting Area

The University Clay Pigeon Shooting Area, under the management and supervision of the Students' Union Shooting Club, allocates the area for use for training and competitions. 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.

If you have any concerns about the operation of this facility please contact the Student Union President.

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 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

- Covid-19 safety measures are in place in all teaching areas.
- Good housekeeping is the foundation of safety. Every effort must be made to keep work areas neat and tidy.
- Broken glass that is not contaminated should be placed in the designated glass bin. Contaminated glass and sharp items must only be disposed of by using the Sharps bins. This type of waste must never 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 Learning Hub 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. a register will be taken and attendance reported accordingly. Please note that depending on government guidance on face to face inductions because of Covid 19 it may be necessary to complete all inductions on line.

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 e.g. 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. Do not be rude to any member of staff who enforces this rule.
- Plain, white lab coats are provided for use in the laboratories. However, if you wish to buy your own coat with a Harper Adams logo you are welcome to do so via the online shop. Long hair must be tied back. Hats and scarves must be removed, unless they are worn for religious/cultural reasons. Please note that Howie coats are provided separately for Microbiology classes and we do not permit students to wear their own coats for these classes.
- Safety glasses must be worn in all labs unless the risk assessment determines that they are unnecessary, or they are removed to look down microscopes or other optical equipment.
- Sensible footwear must be worn. Flip-flops, open toed shoes and high heeled shoes are not acceptable.
- Face coverings will be required in all areas of the laboratories
- Smoking, including the use of electronic cigarettes and vaping devices, 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. The use of lockers was prohibited during Covid 19, this will be evaluated as and when we receive further guidance from the Government.
- 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 labelled 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.

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. Please note, however that undergraduates will still need to be supervised by their tutor. 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 behaviour 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, i.e. 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 (PPE) which is provided by the University. Please observe those areas requesting PPE to be worn (such as hi-vis or safety shoes)
- 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 and vaping devices, 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. High Vis clothing is available from the Trials Office.
- 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. ALL PESTICIDES BEING USED MUST BE STORED AT CERC.
- 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.
- During adverse weather conditions entry into the CROP Glasshouse is prohibited when gusts of 35mph are forecast. The glasshouse will be locked and entry forbidden.
- Entry into the CROP Glasshouse and Jackson Glasshouse is forbidden during thunder storms and lightning. Due to the nature of thunderstorms it is not always possible to identify when one will take place, so if a thunderstorm is evident nearby (i.e. you hear thunder) then you should exit the Glasshouse and report to a CERC employee who will make a decision to lock the Glasshouse.
- If in doubt about any aspect of working in the CERC area, ask any member of CERC staff.
- Students may be permitted to work at CERC 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.

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. Some areas may require hi-vis to be worn.
- 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.
- Please note the additional PPE requirements (hi-vis and footwear) in and around Farm areas due to heavy plant and machinery in operation.

Anti-tetanus Vaccination

Many agricultural activities involve the possibility of exposure to faeces or soil which often contain the bacterium *Clostridium tetani*. Toxicogenic 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: $\text{Risk} = \text{Hazard} \times \text{Probability}$

Scores for Overall Risk

	5	5	10	15	20	25
	4	4	8	12	16	20
Hazard	3	3	6	9	12	15
Ranking	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*
- Compass*
- Whistle
- Mobile phone or portable alarm system
- Survival bag

* You need to know how to read a map and use a compass

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

1. Details of the Field Worker

Name	
E-mail	
Telephone number	
Mobile number	

2. Details of Course

Course	
Year	
Number of students	

3. Details of the Supervisor/Organiser

Name	
Organisation	
E-mail	
Telephone number	
Mobile number	

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

4. Contact during Field work

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

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

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

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

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

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

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

5. Function of the Field work

Country	
Habitat (e.g. farmland, near water, high altitude)	
<u>What will you do on the field visit?</u>	
Have you completed a risk assessment for the tasks to be undertaken and attached the assessment to this form? Yes <input type="checkbox"/> No <input type="checkbox"/>	
What steps have taken to limit damage to the habitat visited? (eg transmission of disease to livestock units)	

6. Additional information

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

7. Risk Assessment Checklist

Please read guidance notes before completing.

Activity	Identified hazard	Probability of occurrence	Numerical risk	Control measures	Additional action if nature of risk changes

8. Declaration.

<u>Completed by</u>	
Name.....	Field Worker/Organiser
Signature:.....	Date:.....
<u>Approved by</u>	
(1) Name.....	Project Supervisor
Signature:.....	Date:.....
Name	Field Safety Officer
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

10. Risk Assessment Template for non-fieldwork activities – Please contact your Supervisor/Tutor for further guidance.

 Harper Adams University		RISK ASSESSMENT TEMPLATE					Likelihood multiplied by Severity equals Risk Rating. NB: Calculated after taking in to account existing precautions					
School/Service/Department:		Severity		Insignificant (1)	Minor (2)	Moderate (3)	Serious (4)	Fatal / Critical (5)				
Project Title:		Likelihood										
Details of Task/Activity/Area:		Almost Certain (5)		5	10	15	20	25				
		Likely (4)		4	8	12	16	20				
Assessed By:		Signature:		Possible (3)		3	6	9	12	15		
Approved by:		Signature:		Unlikely (2)		2	4	6	8	10		
Date of Assessment:		Review Date:		Rare (1)		1	2	3	4	5		

HAZARD PERSONS AT RISK	HOW IS PERSON AT RISK	CONTROL MEASURES	RISK RATING (5 x 5 matrix)			ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING (5 x 5 matrix)			ACTION BY WHOM	ACTION BY WHEN/DATE
			L	S	R		L	S	R		

*Likelihood x Severity = Risk Rating
 Refer to 5 x 5 risk matrix in Risk Assessment Policy & Guidance document

Is this an acceptable risk once control measures are in place?	YES / NO
Assessment conclusion:	All risks have been reduced as far as is reasonably practicable with control measures in place which should be adhered to.

USEFUL CONTACTS

First Aid Assistance	01952 815599
Porter/Security Guard	01952 815321
Security Guard (Mobile)	07980 061128
Duty Warden (out of office hours)	07976 881772
Residences Officers	07969 472913
Dentist (Newport)	01952 811973
Doctor (Newport)	01952 820400
Doctor out of hours	111
Emergency	999 / 112
Taxis	01952 813636 / 01952 501050

