



**SAFETY POLICY
&
SAFETY GUIDELINES
OF
THE ACADEMIC UNIT OF
MEDICAL PHYSICS**

Head of Academic Unit
Dr J A Evans

Signed _____

Date _____

OFFICE SAFETY MANUAL

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HEALTH AND SAFETY POLICY STATEMENT

1. INTRODUCTION

The Department of Medical Physics is committed to high standards of health, safety and welfare and it is departmental policy to improve them and create a safe environment for all our staff and students. Our key objectives are to prevent accidents and injuries, minimise loss and to provide a safe place of work. The Unit is also committed to providing supervision, training and information with regard to safety. Members of the Unit should have a positive commitment to their own safety and the safety of others. The Policy Statement will be reviewed at regular intervals in order to keep in step with changes in legislation and developments within the unit. This Policy Statement and guidelines are in addition to and should be read in conjunction with the University Safety Handbook and the University Office Safety Manual.

2. GENERAL POLICY

This statement recognises the department's obligations under the Health and Safety at Work Etc. Act 1974 and the department will so far as is reasonably practicable:

- ◆ Set standards that comply with all relevant statutory requirements so that the health and safety of staff, students, visitors and the general public are not adversely affected by the activities of the department.
- ◆ Provide and maintain equipment and a working environment that are, so far as is reasonably practicable, without risks to health and safety.
- ◆ Train all staff to be aware of their own responsibilities for, and to provide information, instruction and training on, the particular hazards and risks which exist within the department.
- ◆ Ensure that these objectives are being fulfilled through the department's monitoring procedures. These include
 - ◆ A) issues (*i.e.* hazards) raised by staff on ad-hoc basis
 - ◆ B) routine safety inspection of the department (at least once per year) and
 - ◆ C) raising of safety issues at regular internal meetings, via LIGHT H&S meetings and
 - ◆ D) review of existing arrangements for safety at these meetings.

3. HEALTH AND SAFETY RESPONSIBILITIES

3.1 Head of Department

Overall responsibility for safety in the department lies with the **Head of Department**. The **Head of Department** is responsible for:

- ◆ Ensuring that the safety policy is effectively communicated to all staff; that the implementation of the policy is monitored; and reviewed on an annual basis.
- ◆ Ensuring that buildings/premises where the activities are under the direct control of the department are inspected at least annually.
- ◆ Safeguarding the health, safety and welfare of all persons working or visiting the department both with regard to safe condition of premises and with regard to provision of equipment which is mechanically and electrically safe.
- ◆ Ensuring that there are sufficient resources allocated to deal with health and safety issues in the department and that staff receive such instruction, information and training as is required to enable them to carry out their duties without undue risks to their health and safety.
- ◆ There is also a need to ensure that all information on health and safety hazards is provided to visiting researchers, contractors and maintenance engineers *etc.*, who undertake work in the department.
- ◆ Where appropriate, training should be extended to include students.
- ◆ Ensuring that procedures are in place for the testing of all portable electrical equipment in the department whether owned by the individual, the department or another organisation (if on loan), and that records of these tests are kept.
- ◆ Ensuring that all accidents are reported on the University Accident Report Form and that incidents of significance, even where no injury occurs, are suitably investigated. Also to record these in Accident Book.
- ◆ Ensuring that statutorily required assessments *e.g.* for Visual Display Units, for Manual Handling, or general risk assessments are carried out, kept under review, and that records of these are kept available for inspection.
- ◆ Referring matters of general concern with regard to health and safety not only to the Head of Faculty, Head of School *etc.*, but also to the Pro Vice Chancellor who chairs the Management Committee for the Safety Services, via the University Safety Adviser.

In practice certain of these duties may be delegated to other staff such as the Departmental Safety Supervisors, Fire Wardens, and First Aiders, who then have the full authority to act on behalf of the Head of Department in specific capacities.

A list of staff with specific health and safety responsibilities is given at Annex 1.

Of these positions the departmental safety supervisor has an important co-ordinating role, and a fuller list of the duties of this post are outlined below.

3.2 Department Safety Supervisor

Specific duties have been delegated to **Departmental Safety Supervisor** and these are as follows:-

- ◆ to advise and assist the Head of Department in fulfilling the health and safety responsibilities of the department and in ensuring that guidance on health and safety issued by the department or issued by the University Safety Service is adhered to, and distributed to staff/students as appropriate.
- ◆ to act as a **focal point for day-to-day issues** e.g. providing advice to deal with problems, queries, accident reporting and investigation, training, assessments.
- ◆ to organise and conduct relevant departmental safety inspections with other staff. To maintain a record of such inspections on University Inspection Report Forms (Report Form and risk assessment procedure for prioritising remedial action included in Office Safety Manual).
- ◆ to ensure that all portable electrical equipment in the department, whether owned by the individual, the department or another organisation (if on loan) is subjected to electrical safety checks at appropriate intervals.
- ◆ to ensure that appropriate safety training is undertaken by staff.
- ◆ to provide new members of staff with information and/or induction training outlining local safety policy; accident and incident reporting procedures; information on means of escape in event of fire; fire evacuation procedures; first aid facilities; and names of staff with specific responsibilities for safety *etc.*
- ◆ to advise students re the items referred to in induction training above.
- ◆ to arrange for the prompt reporting of accidents, incidents and cases of occupational ill health in accordance with University procedures. To investigate these to identify appropriate remedial action.
- ◆ to ensure that first aid boxes in the department are checked regularly by a suitable member of staff and that any deficiencies are reported and made good; and similarly to ensure that fire extinguishers and means of escape are inspected on a monthly basis and deficiencies dealt with.
- ◆ in matters of urgency to act with the delegated authority of the Head of Department and where appropriate to liaise with University Safety Adviser on these.
- ◆ to refer promptly to the Head of Department or University Safety Adviser any health and safety problems *where there is uncertainty as to the standards to apply or which cannot be resolved in a timescale appropriate to the risk. Items of general concern re resources, policies etc. can also be referred to the Management Committee for the Safety Services via the Head of Department.* To periodically review health and safety policy, health and safety procedures in department.
- ◆
(A log for recording updates/amendments to the Safety Policy is given at Annex 2).

3.3 Staff

Staff are responsible for:

- ◆ Observing all safety rules, procedures and instructions and relevant codes of practice.
- ◆ Making proper use of all work items, and equipment, provided.
- ◆ Not intentionally or recklessly interfering with or misusing anything provided in the interests of health and safety.
- ◆ Reporting to their immediate supervisor/line manager any observed defects or damage to property or equipment.
- ◆ Reporting to their immediate supervisor/line manager any hazards that come to their attention.
- ◆ Discussing any concerns over health and safety with their supervisor/line manager.
- ◆ Referring any important issues to the LIGHT Health & Safety Committee via their Supervisor/line manager or Departmental Safety Supervisor.
- ◆ Co-operating with any departmental and/or University safety rules.
- ◆ Discussing their safety training needs with their supervisor/line manager.

3.4 Students

Students should adopt the same principles as outlined for staff above, and follow the specific Academic Unit guidelines outlined below. If students require further information, or are concerned about a particular health and safety topic then they should in the first instance raise this with their Course Director/academic supervisor and then with the Departmental Safety Supervisor.

Specific information about the running of the Academic Unit of Medical Physics is outlined below. General information about safety matters and details of relevant training courses may be found on the University web pages (<http://www.leeds.ac.uk/safety/>)

4 OUT OF HOURS & LONE WORKING

The normal working hours for the Academic Unit of Medical Physics are 7.00am - 7.00pm Monday to Friday, (not including public holidays). However, research work may necessitate out-of-hours working. Provision to work out of hours must be discussed with your Line Manger, Course Director or Research Project Supervisor (whichever is appropriate), and an electronic Out of Hours Working Form **MUST** be completed. This can be found on the Medical Physics server at <http://www.medphysics.leeds.ac.uk/msc/oohours/>

If you haven't worked outside hours before, or if you are carrying out different work to that for which permission has previously been granted, you must discuss your work plans with your Course Director, Line Manager or Research Project Supervisor (whichever is appropriate).

Lone working can either be out of hours or during normal working hours in isolated locations. Activities will be categorised into low, medium or high risk. If you intend to work alone, you will have to carry out a risk assessment. If you do need to work out of hours, ideally there should be someone who is able to raise the alarm if you get into difficulties. Possibly, you could synchronize your out-of-hours working with another colleague. Alternatively, you could ensure that someone at home knows of your working plans and will raise the alarm if you do not return promptly. If you **absolutely must** work with hazardous substances out-of-hours you will have to convince the Safety Supervisor (i) of the urgency and (ii) that at least one other competent person will be with you throughout the procedure.

4.1 Lone Working Without A Contact

If you work alone, it is important that there is someone who knows of your whereabouts so that if anything unforeseen was to occur, an alarm can be raised. This applies to when working out of hours and during normal working hours if you are working in a remote location. For the Academic Unit of Medical Physics, normal working hours are from 7am to 7pm on weekdays. For many people, if they are working alone, they can easily notify another member of there household the time they expect to return. However, for people that live alone it can be difficult to have a suitable contact. For such individuals, the University Security control room have agreed to act as a contact. Therefore, if you do not have a suitable contact, you may phone the Security Control Room on xtn 35491, explain where you are working and at what time you expect to finish. Having logged your call, it is vital that when you leave you phone the control room to say that you are leaving. Also if you find that you will need to stay longer than you originally intended, you should phone the control room before the time that you originally stated to give them an amended time. If you have not made contact by the stated time, a security officer will come down to investigate.

5 VISUAL DISPLAY UNITS & WORKSTATIONS

Eyestrain and postural problems can affect people who regularly work with VDUs. A diagram of optimal layout and a proforma for self assessment of your workstation have been drawn up by the Safety Office and can be downloaded or is available from the Safety Supervisor – please see http://www.leeds.ac.uk/rps/ul_only/osm/7-vdu/index.htm for further information regarding VDU use. Please raise any concerns you have if you feel your workstation is not within acceptable limits.

For people who habitually work with VDUs (effectively defined as greater than 2.5 hours per day on the majority of days), a free eye-test can be requested from opticians on the University site. Members of staff who qualify should contact the Safety Supervisor. Additionally a payment of £50 can be claimed towards a prescription necessary to correct vision for VDU use.

6 WORKING DURING PREGNANCY

Human resources will request that a risk assessment is undertaken for pregnant and nursing women employed within the Academic Unit of Medical Physics. A risk assessment document can be down-loaded from the University Web site detailing some agents to which exposure must be minimized (pregnancy notification) – please see <http://www.leeds.ac.uk/rps/library/pregwrkrs.htm> for further information. You should notify your Unit's Safety Supervisor as soon as possible if you are pregnant. *This will be dealt with in confidence.*

In addition, if you inform the Safety Supervisor or your Line Manager/Course Director that you are pregnant, or if the Academic Unit is notified through Human Resources, your working schedule will need to be reviewed. We will discuss *in confidence* with you (i) those duties you feel able to continue, (ii) any that should be suspended for the duration of pregnancy, and (iii) any that we feel uncertain about and which should be suspended pending medical advice. The lists of tasks in each category will be set out in a letter to you.

We advise you to discuss your working situation with your GP and other antenatal care staff throughout your pregnancy and discuss with us any additional concerns they may raise. Your Line Manager/Course Director, in liaison with the Safety Supervisor, will review your work programme accordingly.

7 MANUAL HANDLING

Incorrect manual handling contributes to back-pain suffered by three-out-of-four adults in their lifetime. A copy of the manual handling procedure published by the University is available from the Safety Supervisor and advises on general lifting techniques – please see <http://www.leeds.ac.uk/rps/library/manhandle.htm> for further information. It also has specific instructions on moving certain objects e.g. filing cabinets where incorrect lifting regularly causes injury on University premises. Current guidelines allow for the lifting of about 25kg per person in the trunk to upper chest region provided that the load can be held close to the body. In the event of a load exceeding the capability of staff, Porters can be contacted via the Estates Helpdesk xtn 35555 or eshelp@leeds.ac.uk.

8 ACCIDENTS & EMERGENCIES

8.1 Fire Safety

There will be annual fire drills. It is **ESSENTIAL** that you find time to walk down the various exits to familiarise yourself with where they lead if you were caught in a fire. In the event of a fire, you should evacuate the building by the safest, shortest possible route – do not use lifts - and assemble outside the LIGHT Building, where you should await further instruction. Do not re-enter the Worsley Building until told to do so by your Safety Supervisor or other Authorised Personnel, *even if the Fire Alarm has been silenced*.

Fire training is organised regularly via the Safety Supervisor, or through Student Induction - it is **COMPULSORY** that all staff and students attend an annual fire lecture. All staff and students should also be familiar with procedures on discovering a fire, hearing the fire alarm and re-entry after an incident. It is also recommended that personnel familiarise themselves with the safe use and method of operation of fire fighting equipment as well as any alternative exit routes.

A) Tackling small fires:

Your first response on seeing a fire should be to sound the alarm and then to phone the dedicated security fire line: (tel: xtn 32222) to confirm that it is a genuine alarm and to provide further details. It is important that you contact security as this will ensure that the fire brigade are contacted and enable security to make arrangements for the fire brigade to get quick and easy access to the correct location on campus. Small fires may then be tackled if you are confident that you are not putting yourself at risk. Fire blankets and fire extinguishers are located in main laboratories, corridors and at fire exits of the building. (Be certain not to use water on solvent or electrical fires - CO₂ is required).

On tackling a fire, *first plan your exit* in case you do not succeed. Stay on one side of the fire with your back to the exit and ensure that flames **never come between you and the exit**. To use a fire blanket, open fully when several yards from the fire and hold in front of you covering your body and face as you approach. Ensure that the top of the fire blanket is folded back over your hands. Reach across the fire and lower the blanket on top. To use an extinguisher, switch on the flow when you are several metres from the fire and sweep gently from side-to-side as you approach the fire.

B) Responding to the fire alarm:

When the fire alarm sounds, you are required to evacuate the building calmly and immediately by the safest, most direct exit. You should then proceed to the front of the LIGHT Building to await further instruction – stand away from the building in case of explosions or falling debris. Ensure you know the fire-exit points for the building and where they lead to. In the event of a fire, touch doors cautiously before opening to ensure they are not warm (a good indicator is the door handle as this will feel hot at an earlier point in time than the door). A warm fire-door will indicate that the fire is the other side of that door, i.e. the door must not be opened.

C) Reporting fires:

If you can safely report details of a fire, please phone security (tel: xtn 3222).

D) Evacuation without use of fire alarm.

On the rare occasions such as a gas leak, the building will be evacuated without the use of the fire alarm system. On such an occasion, Security will use whistles or compressed air horns when they sweep the building. On hearing the whistle, you should evacuate as in section B) above.

8.2 Response to Accidents

A) Collapse:

If you see an injured individual who may be unconscious, SHOUT to alert anyone else in hearing range to come and help. Next assess the scene to see what caused the injury and remove the risk of further injury to that person or to anyone helping. Consider whether the person has had an electric shock requiring the mains to be switched off, or whether there is a dangerous spill of chemicals, requiring use of spill kits. Phone- or if someone else has come to the scene, ask them to phone security (xtn: 32222). Talk to the individual and see whether there is any response:

(i) If there is a response, try to ascertain what happened, where they are hurting and whether they feel they can be moved to a more comfortable position. Sitting in a supported position with the head forward is a good option if they feel able to be moved.

(ii) If there is no response, continue talking to them on the assumption that they can nevertheless hear you. Tap the cheeks lightly, and if they still do not respond pinch the ear. If they are unable to respond they are unconscious, and need to be moved to the Recovery Position to maximize the chances that their airways will remain clear.

B) Burns and scalds:

Wash the affected area under running water. If it is a dry burn, *leave clothing in place to minimize the risk of damaging the skin*. If it is a scald or a chemical burn, remove any loose clothing that may be affected, at the same time protecting your own skin. Be careful with clothing in immediate contact with skin so that you do not damage the skin. If you are not confident that the clothing can be removed leave it in place. **Chemical burns with certain chemicals, such as phenol, do not wash off efficiently in water alone. Suitable solutions such as 10% polyethylene glycol should have been made up in advance when these chemicals are in use, and should be applied to the area to absorb the chemical before washing down with water.**

C) Eye irrigation:

In the event of a splash or spill in an eye, the preferred method of irrigation specified by Occupational Health is to run water over the eye directly from the tap at a safety station. However, if you consider that you would be unable to comfortably position your head under a safety station tap, eye-bottles are a suitable response to an emergency. Make sure that if you would require the use of an eye wash bottle, you know the location of the nearest bottle. If there is no provision you should notify the Safety Supervisor. It is important that eye wash bottles do not become infected. This should not happen unless they have expired or have been damaged. Please ensure you know where the nearest eyewash bottle is in each lab, and occasionally check that it is in good condition in case it needs to be used on or by you.

8.3 Accident Reporting

Any accident should be reported on the online Accident Reporting System, which is accessed by the Safety Supervisor. All injuries, including minor cuts and burns, should be recorded. The incident should also be reported to the LIGHT Laboratories Safety Supervisor. If a Safety Supervisor is not immediately available, you or another person should note the details for inclusion in the Accident Reporting System. In the event of an injury however minor, you should see your Unit's Safety Supervisor to log the incident. In the event of more serious injuries, obviously requiring medical attention, the Laboratory Manager will inform the NHS Trust and/or the University.

Please note that accidents should be reported *wherever* they occur on University or Trust premises, for all staff whether University or Trust employed.

A) Serious incidents:

For serious incidents, dangerous occurrences or ill health, another form will have to be filled and the University Safety Advisory service notified.

For the following events involving death or major injuries, the Safety Advisory Service should be notified immediately by phone on xtn 34206:

- Electric shocks, burn / arc burn leading to unconsciousness, needing resuscitation or 24 hour hospital admittance
- Loss of consciousness due to lack of oxygen or exposure to harmful substances or biological agent
- Acute illness from biological agent or infected material
- Acute illness, loss of consciousness due to absorption of any substance by inhalation, ingestion or through the skin
- Dislocation of the shoulder, hip, knee or spine
- Any fracture other than to finger, thumb or toes
- Any amputation
- Loss of sight (whether temporary or permanent)
- Chemical; hot metal burn; penetrating injury to eye
- Any other injury leading to hypothermia, heat stress or unconsciousness, requiring resuscitation or 24 hour hospital admittance.

Any other event that results in an absence from work for at least 3 days should be notified to the University Safety Advisory Service on the fourth day.

If ionising or non-ionising radiation is involved then the Departmental Radiation Protection Supervisor and the University Radiation Protection Adviser **MUST** be informed promptly.

9. OFFICE BASED STAFF

- All accidents must be reported to the Safety Supervisor and recorded on the Accident Reporting System. Also all accidents must be reported to Simon Futers [T.S.Futers@leeds.ac.uk] so that the LIGHT Institute Executive may be kept informed.
- Office based staff should be familiar with the contents of the Office Safety Manual, particularly with regard to the use of VDU's and manual handling techniques.

- Keep all work areas tidy and free from obstructions and potential fire hazards (i.e. waste cardboard and paper).

10. ELECTRICAL SAFETY

- No electrical/electronic equipment which does not have a valid TESTED FOR ELECTRICAL SAFETY label is to be used. New electrical/electronic equipment must not be used until it has been checked for electrical safety.
- Personal electrical/electronic equipment (computers, radios, coffee machines etc.) must be checked for electrical safety and a “Disclaimer Form” signed before they are used on University premises.
- Damaged or faulty equipment must be reported to Estates Helpdesk and under no circumstances must any unauthorised repair or change of fuse occur. Once faulty, equipment must never be used until repaired and retested.
- Electrical sockets including extension leads, must not be placed where they may be contaminated with water or other liquids.

11. NHS TRUST SITES

Staff and Students working on any NHS Trust site must abide by the safety rules governing that site. This is especially important when electrical/electronic equipment is been used on, or in the vicinity of Patients.

12. RADIATION

Staff and Students working with Ionising Radiation must be familiar with the Departmental Rules for the use of Ionising Radiation and the supplement I Departmental Rules (32P).

13. STANDARDS AND PROCEDURES

Specific advice on the standards to be achieved and the procedures for carrying out the various risk assessments required by law are given in the appropriate section of the Office Safety Manual.

The organisation and arrangements for dealing with departmental safety issues - including the details of individuals with specific responsibilities - are given in Annex 1.

Signed:

Date:

(NAME)

Head of Department

OFFICE SAFETY MANUAL

HEALTH AND SAFETY POLICY STATEMENT

ANNEXES

ANNEX 1 : DEPARTMENTAL INFORMATION ON
ORGANISATION AND ARRANGEMENTS FOR
DEALING WITH SAFETY ISSUES

ANNEX 2 : AMENDMENT RECORD

ANNEX 1

DEPARTMENTAL INFORMATION ON ORGANISATION AND ARRANGEMENTS FOR DEALING WITH SAFETY ISSUES

HEAD OF DEPARTMENT

Dr Tony Evans

DEPARTMENTAL SAFETY SUPERVISOR

Mrs Jacqueline Hunt

SAFETY COMMITTEE OR OTHER SAFETY FORUM

LIGHT Health & Safety Committee

Please notify Jacqueline Hunt (j.hunt@leeds.ac.uk) for items for the Agenda.

RADIATION PROTECTION SUPERVISOR

In NHS property, via Chris Taylor (LTHT). In other locations, contact Jacqueline Hunt in the first instance

BIOLOGICAL SAFETY SUPERVISOR

FIRST AIDER(S)

Mrs Benita Slater

(or the nearest medically trained member of staff should be consulted)

NOMINATED PERSON (OR ORGANISATION) FOR ELECTRICAL TESTING

Via LIGHT Health & Safety Committee

Normally you should address any safety concerns to a member of the Academic Unit listed above. If necessary they will contact, or suggest that you contact, one of the following:

Head of Safety Advisory Services	Dr Brian Singleton	tel: 34201
Assistant Safety Adviser	Silvana Cannarile	tel: 34210
Radiation Protection Adviser	Dr Ian Haslam	tel: 34203
Biological Safety Adviser	Sarah Burdall	tel: 38042
Chair of LIGHT Institute Safety Committee	Prof Alastair Hay	tel: 35682
Occupational Health Service		tel: 32997
Fire Officer	David Hemsley	tel: 34208

ANNEX 2

HEALTH AND SAFETY POLICY STATEMENT

AMENDMENT RECORD

Date	Issue	Amended By	Comments/Details