

University Health and Safety

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University of
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Prifysgol
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Health and Safety Information for Students

Faculty of Computing,
Engineering and Science

www.southwales.ac.uk



Introduction

Our aim is to create a safe working/ living environment within the University of South Wales. Everyone has a moral and legal duty to keep themselves and their colleagues safe.

This leaflet provides information regarding health and safety responsibilities and introduces basic Health and Safety protocols. More specific health and safety information may be found in the Faculty Student Health and Safety Handbook and online at <http://healthandsafety.southwales.ac.uk/healthandsafety/>

General health and safety information may be found at www.hse.gov.uk



Student Responsibilities

Students must:

- Observe all instructions, written or oral, to ensure safety for themselves and others.
- Be sensibly dressed and wear sensible footwear suitable to their working conditions.
- Conduct themselves in an orderly manner.
- Use all safety equipment and/or protective clothing as instructed, reporting any loss or defect.
- Not interfere or misuse any equipment provided for health and safety purposes.
- Acquaint themselves with all equipment, processes, materials and substances used.
- Ask for health and safety information concerning substances or equipment, if not already provided.

If an accident has occurred:

- Report hazards or equipment malfunctions to the nearest appropriate member of staff.
- Report all accidents to the academic tutor, University Health Centre, or department safety officer, whether injury is sustained or not.
- Contact Faculty first aiders (or the University's Health Centre) where medical attention is required.
- Do not disturb the scene of an accident.

Smoking

Smoking is prohibited in all our buildings and within 5 metres of all buildings on campus.

Emergency Procedures

Be familiar with the emergency evacuation procedures and the location of fire alarm points and emergency equipment.

Projects/dissertations:

Students should be provided with all health and safety information. Appropriate risk assessments are undertaken by the relevant academic tutor, prior to commencement of all activities.

On discovering a fire:

- Sound the alarm – operate nearest break glass alarm.
- Direct all other people away from the area.
- Small fires can be dealt with using the appropriate fire extinguisher or by covering with a fire blanket, provided this can be done without exposing yourself to risk.
- Isolate electrical equipment if possible.
- Close all doors and windows to vicinity.
- Proceed to nearest Assembly Point. These are identified by yellow signs.
- DO NOT re-enter the building until authorised.

On hearing the fire alarm:

- STOP what you are doing.
- Leave building, closing all windows and doors behind you.
- Proceed to assembly points.
- DO NOT re-enter the building until authorised.

Laboratory procedures:

- Students should only access laboratory areas under supervision.
- Students should only use the laboratory equipment as directed.
- Students should wear clothing and footwear appropriate to the activities undertaken.
- Drinking, eating and smoking in laboratories is prohibited.



Emergency

In case of fire, accident, illness or other emergency, call 9-999.