THE UNIVERSITY OF KENT

HEALTH & SAFETY POLICY: REGISTRY STAFF

Current version as at 1 August 2017.
To every member of staff based in the Registry Building; to EMS/Finance Office/HR/Projects Team staff located in offices in Cornwallis/Darwin/Eliot College; to Academic Division staff located in UELT and to Registry staff temporarily located outside the Registry Building. This document is available on the Academic Division website at www.kent.ac.uk/academic/. Staff should regularly check the Safety Notice Board in the Registry (adjacent to Room G35 near to the Main Reception).

Note: Where reference is made to “the Registry” and to “Registry staff” in the Policy document which follows, this should be taken as referring to all of the offices and staff in the circulation list given above.

1. STATEMENT OF INTENT

1.1 A concern for health and safety is an integral part of the work of the Registry. The Heads of Registry Sections (see 2.2 below) are committed to seek to attain the best possible standard of health and safety both for the benefit of individual members of staff and in order to facilitate the highest standards of service to users of the Registry’s services.

1.2 The Heads of Registry Sections are charged with day-to-day responsibility for the implementation of the Registry’s Health & Safety Policy but all members of staff are expected to recognise that they also have duties, both to themselves and to others, to work safely and to co-operate to produce a safe and healthy environment for all. This includes a willingness to undertake training, both in relation to specific duties and generally.

1.3 In the paragraphs which follow details are given of the organisation and arrangements whereby the requirements of the University’s Health & Safety Policy and the Registry’s local rules and arrangements concerning these matters are implemented. These local rules/arrangements are, of course, in addition to and not a substitute for the requirements of the University’s Policy*. The Heads of Sections listed below are responsible, for this purpose, under the direction of the Academic Registrar, for ensuring that, as appropriate, training and instruction in health and safety matters and resources (of time and money), are made available to ensure that this Policy is implemented.

*which may be found at: www.kent.ac.uk/safety

2. ORGANISATION

2.1 Overall Responsibility for Registry Health and Safety
The Academic Registrar (Mary Hughes) has been designated by the Vice-Chancellor as responsible for health and safety matters in relation to all work and...
members of staff in the Registry. In the absence of the Academic Registrar the following deputise for urgent health and safety matters:

1. Deputy Vice-Chancellor (Denise Everitt)
or
2. Director of HR and Organisational Development (Alison Ross-Green)
or
3. Director of Research Services (Simon Kerridge)

2.2 Heads of Registry Sections
The Heads of Sections listed in Annexe A have day-to-day responsibility for health and safety management in the Registry, this including work/staff (including temporary staff)/space/equipment and other resources under their direct control. This includes, as well as the specific duties referred to below, responsibility for ensuring that all staff for whom they are responsible are competent to carry out their duties in a safe and healthy way, for keeping accurate records of health and safety matters (for example, in relation to accidents and ill-health, risk assessment, training) and monitoring the Section’s performance in relation to health and safety.

2.3 Registry Safety Co-ordinator
Day-to-day oversight of health and safety matters in the Registry is the responsibility of the Registry Safety Co-ordinator (Mary Hughes). In his absence urgent health and safety matters should be directed as indicated in 2.1 above.

2.4 Other persons having specific health and safety responsibilities
Staff are available to provide advice and help to Heads of Sections and other members of Registry staff on matters relating to health and safety in the Registry in the following areas:

First Aid
Fire Safety
Display Screen Equipment Assessment
Safety Induction
Risk Assessment
Accident Investigation
Personal Emergency Evacuation Plans

The names and details of members of staff having these responsibilities are set out in Annexe A.

2.5 Local Committee
Details of the Local Safety Committee for the Registry Building, the Senate Building, and Registry staff based elsewhere on campus are given in Appendix 1 attached.

2.6 Information
Information on health and safety matters is conveyed to individual members of Registry staff in several ways including by their Head of Section or immediate work supervisor and via the Registry Safety Notice Board (adjacent to Room G35 on the ground floor of the Registry Building) or email. Staff are required to consult the Safety Notice Board on a regular basis. Staff based outside the Registry may also
be required to consult local information; when appropriate such staff will be advised of the position by their immediate supervisor.

2.7 **Queries and Advice**
Staff with queries about safety matters in relation to their work should take these up with their immediate supervisor or their Head of Section (listed in 2.2 in Annexe A). Queries about general matters in relation to the Registry Building (e.g., in relation to circulation areas, general facilities) should be taken up with the Registry Safety Coordinator (see 2.3 in Annexe A) and specific queries (e.g., concerning Display Screen Equipment) should be taken up with the appropriate person listed (in 2.4 in Annexe A). Queries about general matters in relation to Registry offices located outside the Registry Building should be taken up with the immediate supervisor or Head of Section (listed in 2.2 in Annexe A).

3. **LOCAL ARRANGEMENTS AND RULES**
Where indicated below copies of the papers referred to are appended.

3.1 **Health and Safety Induction**
(a) New members of staff* are required to be given a local safety induction within the first week of their employment by the Head of Section concerned or his/her nominate delegate (given in section 2.4 of Annexe A). Safety Induction will follow the guidelines set out in the Health and Safety induction policy and procedures (which may be found on the Safety, Health & Environment Unit’s website at: http://www.kent.ac.uk/safety/hs/pages/induction/inductionpolicy-proc.html). Safety Inductors are responsible for ensuring that records of inductions are kept and that the Safety, Health and Environment Unit is advised of the name and other details of new members of staff (see (b) below).

(b) New members of staff* are also required to attend a Safety, Health & Environment Unit induction session within the first three months of their employment.

*This includes temporary staff.

3.2 **Risk Assessment**
(i) The Heads of Sections listed in 2.2 in Annexe A or their nominated delegates are responsible for undertaking general risk assessments of the work under their control using the generic risk assessment devised for the Registry as a starting point. Risk assessments must be undertaken on at least an annual basis in the Summer Term unless a reassessment is required earlier where, for example, a member of staff moves to a new location, there are significant changes in the type of work or workload, new equipment is installed or health problems are reported. Heads of Sections (or delegates) are required to ensure that copies of completed risk assessments are made available to the staff concerned and that any remedial work is undertaken promptly (i.e., within 3 months).

(ii) The Heads of Section listed in 2.2 in Annexe A or their nominated delegates are also responsible for reviewing and assessing work practices and procedures in relation to the following University procedures and, where necessary, initiating appropriate remedial action, including training:
3.3 **Fire**

Registry staff are required to follow the regulations and advice on Fire Safety published by the Safety, Health & Environment Unit (issued to new members of staff in their induction package and attached as Appendix 3) and the requirements of the *Notes of Guidance in the event of a Fire in the Registry* (Appendix 4). In addition staff should note that work materials, rubbish and paperwork for shredding should **not** be left in the corridors where it might create a fire risk or safety hazard.

Fire drills are held at least annually. The Fire Alarm is tested weekly in the Registry (before 9am on Thursday mornings); the fire-fighting equipment is tested annually by the Estates Department and is visually checked locally every two months.

A member of staff who finds firefighting equipment which has been misused should report this to the Registry Safety Co-ordinator (see 2.3 in Annex A) who will complete an incident report using ‘iCASS’ the electronic reporting and recording system in use at the University of Kent, for the reporting of accidents, near misses, fires and false fire alarms, commonly known as incidents. The link to the Safety, Health & Environment website for further information on the reporting system including the Incident Reporting Policy and Procedure can be found at:

[http://www.kent.ac.uk/safety/iCASS/iCASS_key_points.html](http://www.kent.ac.uk/safety/iCASS/iCASS_key_points.html)

who will arrange for the Estates Department to repair/replace the fire-fighting equipment.

**Note:** *Staff based outside the Registry Building will be advised of the local arrangements in respect of the above (and Appendices 3 and 4) by their immediate supervisor.*

Please note that it is mandatory for **all** University staff to undertake the Fire and Safety Awareness course run by the Safety, Health & Environment Unit, wherever possible within six months of commencement of employment. This course has been offered as from 2008 and covers fire safety awareness and emergency actions; basic health and safety responsibilities; accident and ill health reporting policy; dangers of using electrical equipment; health hazards associated with long term use of DSE and an overview of manual handling risks and safer lifting techniques. Further details can be found at:

https://www.kent.ac.uk/safety/training

3.4 **Events held off campus: risk assessment and fire safety**

Staff who organise events off campus must undertake a risk assessment of the venue and verify that fire evacuation procedures are in place. All attendees should be informed of these procedures. Specific risk assessments should be undertaken where possible but generic risk assessments may be acceptable. The risk assessment should be recorded in writing and a copy held on file in a location...
determined by the Head of Section concerned (see 2.2 in Annexe A). Advice on risk assessment is available from the Safety, Health & Environment Office, ext. 4691/4588; for advice on fire safety contact the University’s Fire Safety & Environment Adviser (Andrew Briggs, ext. 7630).

3.5 First Aid Provision
First Aid Boxes are located in ten locations in the Registry Building as set out in 3.5 in Annexe A.

The qualified First Aiders listed in 2.4 in Annexe A are available to advise on first aid matters or to deal with accidents or incidents which occur. First Aid boxes are checked on a regular basis and restocked as necessary.

**Note:** Staff based outside the Registry Building will be advised of the local arrangements in respect of the above by their immediate supervisor.

3.6 Accidents and Ill-Health Arrangements and Reporting

(i) In the case of serious accidents or ill-health at work staff should follow the procedure set out on the green and white notices prominently displayed in the Registry Building.

(ii) For less serious accidents or ill-health at work, or to provide assistance for serious cases, a First Aider should be contacted.

(iii) Members of staff are required to report all accidents at work, both those involving injuries to staff, students or others (whether serious or not) and those which have the potential to cause harm using ‘iCASS’ the electronic reporting and recording system in use at the University of Kent, for the reporting of accidents, near misses, fires and false fire alarms, commonly known as incidents. The link to the Safety, Health & Environment website for further information on the reporting system including the Incident Reporting Policy and Procedure can be found at:

http://www.kent.ac.uk/safety/iCASS/iCASS_key_points.html

If the seriousness of the accident warrants it or the accident has to be reported to the HSE, the investigation should be undertaken by the Head of Section, the Director of Safety, Health & Environment and/or others. The Head of Section concerned is responsible for ensuring that investigations are carried out, at the appropriate level, and for implementing any remedial measures which are required to prevent recurrence.

“Near-miss” incidents should be reported using the iCASS system and recorded for inclusion on the Registry annual monitoring form.

(iv) Members of staff are required to report any illness which is thought to be work-related, i.e. caused or aggravated by University work activities or the work environment, in writing using the appropriate form for this purpose (see Note below). Ordinarily the form should be completed by the person concerned in conjunction with his/her immediate supervisor and submitted to the Head of Section. Where, exceptionally, it is inappropriate for the
supervisor to be involved, completion should be in conjunction with the Head of Section concerned. The Head of Section is responsible for ensuring that the completed form is sent to the Safety, Health & Environment Unit.

(v) Staff who become too ill or unfit to continue to work (however caused) should report this to their immediate supervisor. In the absence of a Rest Room in the Registry, such staff should return home if they are able to do so or the immediate supervisor should make arrangements for the person to be taken home.

Note: Copies of the special forms available for reports concerning work-related ill-health [(iv) above] can be downloaded from the Safety, Health and Environment Unit website at:-

http://www.kent.ac.uk/safety/oh/help/management-referral.html

3.7 Manual Handling
Staff (excluding Estates Department staff) carrying paper, files and the like should not carry more than 3 reams of paper (or equivalent) at any one time. Advice from the Post Room in Estates (ext. 3210) should be sought in relation to large mailouts. The Estates Helpdesk (Ext. 3209) will deal with small moving/carrying jobs, the moving of extra heavy loads and small items of furniture. Major moves of furniture and equipment involving an outside removal company should be directed to Facilities Management Assistant (ext. 4514).

3.8 Display Screen Equipment (DSE)

(i) The assessment of risks arising from work involving the use of Display Screen Equipment will be undertaken following the University’s procedures. The Heads of Sections listed in 2.2 in Annexe A are responsible for appointing assessors to carry out the assessments required, for ensuring that they are trained for this task, for alerting assessors to changes in work patterns requiring reassessment to be made and for initiating any remedial action required. Current assessors are listed in 2.4 in Annexe A.

(ii) The Safety, Health & Environment Unit have introduced a new self-assessment system for DSE assessment called ‘Awaken’ for all university staff who are designated DSE Users. Follow-up reminders will be issued at 5, 11 and 28 days after the initial invite to those staff who have not yet completed the assessment.

Staff will use this online process to assess themselves initially and make them aware of their workstation set up and how they should adjust seating/screens etc. If this highlights a problem or they should have any concerns then they need to contact their local DSE assessor, who in turn, if needed can contact Occupational Health for guidance.

(iii) Reassessment must be undertaken using the Awaken system on at least a bi-ennial basis unless a reassessment is required earlier. The Safety, Health & Environment Unit will be responsible for reissuing an email link to staff for the Awaken system online reassessment.
The local DSE assessor should undertake an assessment every 5 years. Reassessment may be required where, for example, there is a major change to the hardware or software used, the office furniture or lighting or where there is a substantial increase in the time to be spent working at the DSE, a reported problem or a change of user. The member of staff responsible for local safety induction should notify the SHE Unit of any new members of staff who will then be sent an email from Awaken inviting them to participate in the online assessment. Reassessment will be undertaken within one month of the change being reported to the DSE assessor except that a reassessment required as a result of a reported problem shall be undertaken within two weeks of the problem being reported to the DSE assessor.

(iv) Laptops should not be used for extended periods as substitute desk-top equipment because of possible risks to health (in particular musculoskeletal problems).

(v) Those identified as DSE Users are entitled to have an eye and eyesight test. Further details are available on the Occupational Health website at:

http://www.kent.ac.uk/safety hs/pages/dse/dse_eyesight_testing_voucherproc_staff.html

3.9 Electrical Safety

Electrical equipment will be checked by electricians from the Maintenance Centre Staff on a regular basis. Staff are required to advise the Maintenance Centre in advance of the installation and use of new electrical equipment so that it can be added to the inventory. Registry staff should make regular visual checks of their own equipment and should follow the guidelines set out in the note General Advice on Electrical Safety which has been issued to all staff. (Appendix 5)

3.10 Security

(i) Staff coming into the Registry Building should come in either by the reception doors, or, if they have an access card, by the staff door. No other doors should be used to enter or leave the Building. Staff leaving the Registry after hours should use the staff door; staff entering or leaving by this door should ensure that the door is properly closed behind them (and not assume that it will close automatically behind them) in order to ensure the security of the Registry and safety of other staff in the Registry Building.

(ii) To safeguard staff working out of hours, staff leaving the Registry building after exits are locked should not let anyone into the building. Staff who are expecting visitors should remind them that they need to arrive before 6 p.m. (in term time), 5.30 p.m. (outside term time) and after that time they will need to phone ahead to arrange for a member of staff to let them in. Staff should, however, make every effort to arrange visits when the Registry is open.
(iii) Staff issued with a Registry access card should keep it secure at all times and when a member of staff leaves the University’s employment the ID/access card should be returned to their Head of Section.

Lost cards should be reported to Kent Hospitality Finance Department during working hours or out of hours and at weekends to Campus Security (01227 823300).

(iv) Staff are required to lock their office doors at the end of each working day and when offices are to be vacant for extended periods during the working day. **Note:** in the event of the fire alarm sounding, staff must not lock their office doors.

(v) The Heads of Sections listed in 2.2 in Annexe A are responsible for ensuring that details of local procedures on Registry security are given to all members of staff for whom they are responsible and staff are required to follow these local procedures. For staff working in Darwin College Blocks C2 and C3 the last person to vacate the block at the end of a working session is required to ensure that the external door is locked.

3.11 **Security Marking of Equipment**
Staff are advised to mark major items of equipment.

3.12 **Out of Hours Working**
Registry staff are required to follow the requirements set out in the Paper on Out of Hours Working in the Registry Building (Appendix 2).
General guidance on “Lone Working” may be found in the University’s “Lone Working Policy” which may be found at:

http://www.kent.ac.uk/safety/hs/pages/loneworking/loneworking.html

**Note:** Staff based outside the Registry Building will be advised of the local arrangements for out of hours working, if appropriate, by their immediate supervisor. For example, EMS/Finance Division/Project Team staff working in Darwin/Eliot College should follow the requirements in Appendix 2 except that instead of entering their arrival and departure times in the book located in the Registry, they should report these times to the Receptionist in the appropriate College. In the event that the college Reception is closed at either the arrival or departure time, the member of staff should leave a written note with his/her name, room number and the relevant time at Reception.

3.13 **Emergency Procedure for Bomb Threats**
Registry staff are required to follow the University’s policy and procedures* devised to deal with an emergency should it arise. Heads of Section listed in 2.2 in Annexe A are responsible for bringing these procedures to the attention of staff for whom they are responsible. Details may be consulted on request to the appropriate Head of Section or the Registry Safety Co-ordinator.

*dated July 1997
3.14 **Visitors, including children**
Members of staff receiving visitors are responsible for their health and safety while in the Registry. So, for example, in the event of a fire the member(s) of staff concerned should ensure that the visitors leave the Registry with him/her/them. It is expected that any children visiting the Registry will be under the control of their parents or the person accompanying them who will take full responsibility for them at all times.

3.15 **Smoking, Alcohol and Drugs**
Registry staff are required to comply with the University's Policy on Alcohol, Drugs and Smoking (*Appendix 6 and Appendix 7*). Smoking is prohibited in all areas of the Registry including all individual staff offices and the central quadrangle and the areas outside the Main and Student Receptions at all times.

3.16 **Kitchens**
Staff are required to take special care when making or carrying hot drinks in view of the potential for accidents. The availability of hot water for making drinks and the use of fridges and microwaves or other equipment provided is on the basis of staff members’ own risk.

3.17 **Disabled toilet**
The alarm is sounded at the Reception Desk of the Main Reception when this is staffed during normal office hours.

3.18 **Registry Meeting Room**
Staff using the meeting room must abide by the Rules of Use (displayed inside the room) to ensure these facilities are available to users in a clean and tidy state. The lead person at each meeting, or the person making the booking, is responsible for leaving the room in a tidy state and for ensuring the removal of used cups, flasks, etc. and leftover food from lunches – either by ensuring that the supplier returns in time to clear them before the next meeting or by removing these items to the upstairs kitchen for collection later. **To avoid tripping accidents and to ensure free passage in the event of a building evacuation, used crockery and food trays must not be left in the corridor outside meeting rooms.**

3.19 **Rubbish**

(i) **Ordinary rubbish** should be disposed of, as appropriate, in the rubbish bins in each office or the rubbish bins in the kitchens (food waste). Advice on the disposal of large items should be sought from the Senior Supervisor, Cleaning & Waste, ext. 3385.

(ii) **Recycling:** Office paper for recycling should be deposited in the designated recycling bins which are located in the reception areas. Kitchen recycling (clean plastic bottles, tins and cardboard) should be placed in the bags in the kitchens.

(iii) **Shredding:** Confidential papers for shredding: individuals should contact the Estates Helpdesk, ext. 3209, which will supply blue bags and make arrangements to collect filled bags when requested.
(iv) **Rubbish Hazard:** Rubbish should not be deposited where it could create a hazard in corridors, adjacent to entrances or in the vicinity of the stairwells.

*Note:* Rubbish bags should not be filled with heavy booklets – these should be placed beside bags with a note indicating that they are for disposal.

3.20 **Defects, problems and hazards**
Most minor defects, problems or hazards occurring should be dealt with by the member(s) of staff involved (e.g. in the case of spillages of drinks in the kitchen or in a corridor). Ordinary maintenance matters which fall within the responsibility of the Section concerned (such as a worn carpet in an office) should be dealt with by a report to the immediate supervisor to decide what action should be taken. Defects, problems and hazards should be reported to the Estates Helpdesk, ext. 3209, without delay and the Registry Safety Co-ordinator should be advised of major defects, problems or hazards so reported.

4. **ARRANGEMENTS FOR MONITORING AND REMEDIAL ACTION**

4.1 Monitoring will be undertaken by Heads of Sections and the Registry Safety Co-ordinator to ensure implementation and compliance with University and local health and safety policy, that health and safety duties are performed at a satisfactory standard and to measure whether or not the Registry’s health and safety objectives for the year have been achieved. The Academic Registrar in conjunction with Heads of Sections, is responsible for completion of the Registry’s Annual Health & Safety Report to the University.

4.2 Registry health and safety objectives are updated each year. Those for the current year are given at the end of Annexe A.

4.3 The Academic Registrar, as overall Responsible Officer for the Registry in terms of health and safety, will ensure, in consultation with the Heads of Section listed in 2.2 in Annexe A and the Registry Safety Co-ordinator, that all areas are inspected regularly and hazardous areas at least annually. The results of the inspections will be suitably recorded and target dates set for the completion of any remedial action required and the person responsible for ensuring that this is done.

5. **DATE OF POLICY**
This Policy Statement is correct as at 1 August 2017.

Mary Hughes
Academic Registrar
Attachments:

Annexe A

Appendices:

1. Membership and terms of reference of the Registry Safety Committee for the Registry Building; Senate Building; Registry staff, and other Registry staff based elsewhere on campus (excluding staff under the control of the Director of Estates) for 2016/2017 (dated 16/02/17)

2. Out of Hours Working in the Registry Building (adopted 13 June 1994) and Lone Working Guidance (updated 16/02/17)


4. Notes of Guidance in the event of a Fire (updated 16/02/17).

5. General Advice on Electrical Safety (revised February 2016).

6. University Policy on Alcohol and Drugs (updated 21/03/14).

7. University Policy on Smoking with effect from 1 January 2009 (updated 28.10.13)
THE UNIVERSITY OF KENT

Registry Health & Safety Policy 2016/2017: Annexe A concerning those with health and safety responsibilities

Note: The numbers and headings referred to are those in the Registry’s Health & Safety Policy.

2.2 Heads of Registry Sections

<table>
<thead>
<tr>
<th>Department /Section</th>
<th>Head + email address</th>
<th>Deputy (for H&amp;S matters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Division</td>
<td>Mary Hughes (M.P.Hughes)</td>
<td>Anita Jackson</td>
</tr>
<tr>
<td>Corporate Communications</td>
<td>Posie Bogan (P.H.Bogan)</td>
<td>Miles Banbery</td>
</tr>
<tr>
<td>Finance Department</td>
<td>Frank Richardson (F.J.Richardson)</td>
<td>Mark Reed</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Alison Ross-Green (A.J.Ross-Green)</td>
<td>Caroline Montgomery</td>
</tr>
<tr>
<td>Office of the Vice-Chancellor (including Council Secretariat)</td>
<td>David Powell (D.Powell)</td>
<td>Jess Sutherland</td>
</tr>
<tr>
<td>Research Services</td>
<td>Simon Kerridge (S.R.Kerridge)</td>
<td>Sue Prout</td>
</tr>
<tr>
<td>Safety, Health &amp; Environment Unit</td>
<td>Bernard Angus (B.Angus)</td>
<td>Ray Allard</td>
</tr>
</tbody>
</table>

2.3 Registry Safety Co-ordinator

Mary Hughes, Academic Registrar, (Room 103; ext 3673; email: M.P.Hughes)

Note: In the Safety Co-ordinator’s absence urgent health and safety matters should be directed to:

1. Deputy Vice-Chancellor (Denise Everitt)
   or
2. Director of Human Resources (Alison Ross-Green)
   or
3. Director of Research Services (Simon Kerridge)
2.4 Other persons having specific health and safety responsibilities

First Aiders:

Registry Building

<table>
<thead>
<tr>
<th>Name</th>
<th>Tel.</th>
<th>Room</th>
<th>Location</th>
<th>Cert. Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alison Whelan</td>
<td>3395</td>
<td>Room 115 L&amp;D</td>
<td>1st floor Registry</td>
<td>05/02/2018</td>
</tr>
<tr>
<td>Julie Deary</td>
<td>4106</td>
<td>Room G46 Admissions</td>
<td>Ground Floor Registry Extension</td>
<td>18/06/2018</td>
</tr>
<tr>
<td>Emma Drewitt</td>
<td>4973</td>
<td>Room G46 Recruitment</td>
<td>Ground Floor Registry Extension</td>
<td>27/10/2018</td>
</tr>
<tr>
<td>David Newell</td>
<td>4958</td>
<td>Room G46 Admissions</td>
<td>Ground Floor Registry Extension</td>
<td>03/11/2018</td>
</tr>
<tr>
<td>Maria Vertedor Munoz</td>
<td>4449</td>
<td>Visitor Reception Admissions</td>
<td>Ground Floor Registry Reception</td>
<td>03/11/2018</td>
</tr>
<tr>
<td>Jack Fox</td>
<td>3663</td>
<td>Room G46 Partnership Development</td>
<td>Ground Floor Registry Extension</td>
<td>16/06/2019</td>
</tr>
<tr>
<td>Michelle Rowe</td>
<td>3683</td>
<td>Room G46 Admissions</td>
<td>Ground Floor Registry Extension</td>
<td>16/06/2019</td>
</tr>
</tbody>
</table>

or in their absence:

| Computing Lab.             | or contact Computing Reception on 4777 |
| Jim Higham                 | 4888 | CW S30          |

Note: For Registry staff based outside the Registry Building, the local First Aider, rather than those listed above, will be appropriate. Staff will be advised of these by their immediate supervisor. Those currently listed are:

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Tel.</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darwin</td>
<td>Chris Terry</td>
<td>7260/3943</td>
<td>Origins</td>
</tr>
<tr>
<td>Darwin</td>
<td>Receptionist</td>
<td>7549</td>
<td>Reception</td>
</tr>
<tr>
<td>Innovation Centre</td>
<td>Jo Clark</td>
<td>01227</td>
<td>Reception</td>
</tr>
<tr>
<td></td>
<td>Tracey Blazey</td>
<td>811885</td>
<td></td>
</tr>
<tr>
<td>Eliot</td>
<td>Receptionist</td>
<td>3250</td>
<td>Reception</td>
</tr>
<tr>
<td>Eliot</td>
<td>Stephanie Harris</td>
<td>7832</td>
<td>Eliot Ext</td>
</tr>
<tr>
<td>Eliot</td>
<td>Tracey Parsons</td>
<td>3366</td>
<td>Hospitality</td>
</tr>
</tbody>
</table>

Note: Alternatively there is always a Security Supervisor who is trained in first aid available to be called to deal with a situation requiring first aid (ext. 3333).

Building Fire Officer(s) and Fire Marshals for the Registry Building: names included below

Building Fire Officer(s): Mary Hughes (ext. 3673)
or, in his absence:  

Anita Jackson (ext. 7624)  
Frank Richardson (ext. 7209)  
Alison Ross-Green (ext. 3956)  
Simon Kerridge (ext. 3229)  
David Powell (ext. 6596)

**Note:** For any fire incident two or more of those listed above will normally act as Building Fire Officers. When so acting the person(s) concerned will wear a luminous yellow jerkin to indicate this.

**Note:** For Registry staff based outside the Registry Building, the local Building Fire Officer, rather than those listed above, will be appropriate. Staff will be advised of the name(s) of the individual(s) concerned by their immediate supervisor.

**Fire Marshals:**

In the event of an evacuation Fire Marshals have been designated to check the following specific areas and to report that they have done so to the Fire Officer/ Deputy Fire Officer in charge:

<table>
<thead>
<tr>
<th>Registry (original building)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st floor corridor from and including Academic Registrar’s office &amp; rooms at top of stairs to Room 146</td>
</tr>
<tr>
<td>Registry Kitchen Corridor 1st Floor, including toilets</td>
</tr>
<tr>
<td>Human Resources Corridor 1st Floor + records store room, including Room 118</td>
</tr>
<tr>
<td>Vice-Chancellor’s Corridor 1st Floor + rooms 131, 132 and 145</td>
</tr>
<tr>
<td>Student Reception Corridor Ground Floor to Room G6 and male toilet</td>
</tr>
<tr>
<td>Registry Kitchen Corridor Ground Floor, including female toilet, Exam stores, Post Room. G30a and Timetabling Office</td>
</tr>
<tr>
<td>Rooms G27, G 28, G29, G30, female and disabled toilet</td>
</tr>
<tr>
<td>Finance Corridor Ground Floor from G36 to G41</td>
</tr>
<tr>
<td>Income Office Ground Floor, G43, G44, G44A, G45</td>
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<thead>
<tr>
<th>Registry Extension</th>
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<tbody>
<tr>
<td>Registry Extension Ground Floor, kitchen and toilets</td>
</tr>
<tr>
<td>Registry Extension 1st Floor and toilets</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Other areas located outside the Registry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darwin College, Procurement/Insurance</td>
</tr>
<tr>
<td>Darwin College, Payroll/Pensions</td>
</tr>
<tr>
<td>Darwin College, Payments</td>
</tr>
<tr>
<td>Darwin College, Human Resources (E3 and E4)</td>
</tr>
<tr>
<td>Cornwallis South, Recruitment &amp; Admissions Staff (S25)</td>
</tr>
<tr>
<td>Eliot College (W4.S3, S4, S5)</td>
</tr>
<tr>
<td>UELT</td>
</tr>
</tbody>
</table>

<p>| |</p>
<table>
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<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Heather Harrow and Rob Goldsmith</td>
</tr>
<tr>
<td>Sue Prout and one of the Divisional Administrators</td>
</tr>
<tr>
<td>Louise Barlow and Maddy Withers</td>
</tr>
<tr>
<td>Nicholle Mackenzie and Jess Sutherland</td>
</tr>
<tr>
<td>Donna Higginson and Paul Davis</td>
</tr>
<tr>
<td>Anita Bampton and Malcolm Dixon</td>
</tr>
<tr>
<td>Jane Glass and Wendy Brunwin</td>
</tr>
<tr>
<td>Neil Oliver and Damien Bitaud</td>
</tr>
<tr>
<td>Barry Buckton and Paul Jameson</td>
</tr>
<tr>
<td>Louise Turner, Shirley Prosser</td>
</tr>
<tr>
<td>Janet Wilson-Sharp, Maxwell Howells, Michelle Baldwin</td>
</tr>
<tr>
<td>Tim Hawkins</td>
</tr>
<tr>
<td>Tarnia Craswell, Terry Wilkins</td>
</tr>
<tr>
<td>Emma Rowland, Laura Grout</td>
</tr>
<tr>
<td>Juliette Wales, Lucy Rymill, Suzanne Lake, Alastair Goss</td>
</tr>
<tr>
<td>Local Cornwallis Building Fire Marshalls</td>
</tr>
<tr>
<td>Chris Laming</td>
</tr>
<tr>
<td>Alison Foley, Dr Louise Naylor, Barbara Criddle</td>
</tr>
</tbody>
</table>
Note: The duties of Building Fire Officers and Fire Marshals are set in a Guidance Note issued to all BFOs and FMs.

Display Screen Equipment Assessors:

<table>
<thead>
<tr>
<th>Section</th>
<th>Name and email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Division</td>
<td></td>
</tr>
<tr>
<td>Academic Registrar</td>
<td><strong>Laura Withers</strong> (L.Withers, ext 3912)</td>
</tr>
<tr>
<td></td>
<td><strong>Karen Bee</strong> (K.A.Bee, ext 4050)</td>
</tr>
<tr>
<td>Enrolment Management Services (including staff based in Cornwallis &amp; Eliot Colleges)</td>
<td><strong>Shirley Prosser</strong> (S.A.Prosser, ext. 7051)</td>
</tr>
<tr>
<td></td>
<td><strong>Rebecca Spink</strong> (R.Spink, ext. 4751)</td>
</tr>
<tr>
<td></td>
<td><strong>Colette O'Reilly</strong> (C.O'Reilly, ext. 4470)</td>
</tr>
<tr>
<td>International Recruitment &amp; International Partnerships</td>
<td><strong>Hazel Lander</strong> (H.Lander, ext. 7994)</td>
</tr>
<tr>
<td></td>
<td><strong>Hayley Snoding</strong> (H.Snoding, ext. 4920)</td>
</tr>
<tr>
<td>Quality Assurance &amp; Validation</td>
<td><strong>Trixie Brunger</strong> (T.J.Brunger, ext. 3319)</td>
</tr>
<tr>
<td>Planning &amp; Student Information (including staff based in Darwin College)</td>
<td><strong>Laura Withers</strong> (L.Withers, ext 3671)</td>
</tr>
<tr>
<td></td>
<td><strong>Karen Bee</strong> (K.A.Bee, ext 4050)</td>
</tr>
<tr>
<td>Corporate Communications:</td>
<td><strong>George Williams</strong> (Directorcm, ext 4343)</td>
</tr>
<tr>
<td>Finance Division (including staff based in Darwin College)</td>
<td><strong>Damien Bitaud</strong> (d-bitaud-344, ext. 4472)</td>
</tr>
<tr>
<td>Human Resources (including staff based in Darwin College)</td>
<td><strong>June Denney</strong> (J.Denney, ext. 7660)</td>
</tr>
<tr>
<td></td>
<td><strong>Emma Milton</strong> (E.L.Milton, ext. 7028)</td>
</tr>
<tr>
<td>Office of the Vice-Chancellor/Council Secretariat</td>
<td><strong>Jess Sutherland</strong> (J.R.W.Sutherland, ext 3262)</td>
</tr>
<tr>
<td>Research Services</td>
<td><strong>Sue Prout</strong> (S.C.Prout, ext. 7054)</td>
</tr>
<tr>
<td>Safety, Health &amp; Environment Unit</td>
<td><strong>Angela Hewlett</strong> (A.C.Hewlett, ext. 4588)</td>
</tr>
<tr>
<td>UELT</td>
<td><strong>Barbara Criddle</strong> (B.A.Criddle, ext.7167)</td>
</tr>
<tr>
<td></td>
<td><strong>Kandra Foulcer</strong> (K.A.Foulcer, ext.7364)</td>
</tr>
<tr>
<td></td>
<td><strong>Joy Gould</strong> (J.Gould, ext.4456)</td>
</tr>
</tbody>
</table>

Note: In the absence of the relevant DSE Assessor an urgent matter may be taken up with another DSE Assessor listed above.

Safety Induction:
Head of Section listed in 2.2 above or his/her nominated delegate. Those currently designated as nominated delegates are as follows:
<table>
<thead>
<tr>
<th>Section</th>
<th>Name and email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Registrar’s Office</td>
<td><strong>Divisional Administrator</strong> (AcademicDivision, ext. 3671/4050)</td>
</tr>
<tr>
<td>Corporate Communications:</td>
<td><strong>Charlotte Guy</strong> (DirectorCorpComms, ext. 4343)</td>
</tr>
<tr>
<td>EMS (Recruitment &amp; Admissions; Partnership Development; Publishing Office; Schools &amp; Foreign Loans) including staff based in Darwin &amp; Eliot Colleges</td>
<td><strong>Nicola King</strong> (N.P.King, ext. 3924)</td>
</tr>
<tr>
<td>Finance/Internal Audit (including staff based in Darwin College)</td>
<td><strong>Damien Bitaud</strong> (d-bitaud-344, ext. 4472)</td>
</tr>
<tr>
<td>Human Resources (including staff based in Darwin College)</td>
<td><strong>Caroline Montgomery</strong> (C.Montgomery, ext. 3264)</td>
</tr>
<tr>
<td>International Recruitment &amp; International Partnerships</td>
<td><strong>Hazel Lander</strong> (H.Lander, ext. 7994)</td>
</tr>
<tr>
<td>Office of the Vice-Chancellor/ Council Secretariat</td>
<td><strong>Jessica Sutherland</strong> (J.R.W.Sutherland, ext. 3262)</td>
</tr>
<tr>
<td>Planning &amp; Student Information (including staff based in Darwin College)</td>
<td><strong>Anita Bampton</strong> (A.J.Bampton, ext. 7664)</td>
</tr>
<tr>
<td>Research Services</td>
<td><strong>Sue Prout</strong> (S.C.Prout, ext. 7054)</td>
</tr>
<tr>
<td>Safety, Health &amp; Environment Unit</td>
<td><strong>Bernard Angus</strong> (B.Angus, ext. 7070)</td>
</tr>
<tr>
<td>UELT</td>
<td><strong>Barbara Criddle</strong> (B.A.Criddle, ext. 7167)</td>
</tr>
</tbody>
</table>

Note: In the absence of the relevant person listed above an urgent or general matter may be taken up with the Safety Co-ordinator, Mary Hughes (ext. 3673) or Divisional Administrators (ext. 3671/4050).

**Risk Assessor:** Head of Section listed in 2.2 above or his/her nominated delegate.

**Accident Investigators:** Mary Hughes (M.P.Hughes, ext 3673) Divisional Administrators (academicdivision, ext 3671/4050)

**Locations outside the Registry:** Mary Hughes (M.P.Hughes, ext 3673) Divisional Administrators (academicdivision, ext 3671/4050)

**Personal Emergency Evacuation Plans (PEEPS):**

All persons must be able to leave buildings safely in the event of a fire or other emergency, and the University is committed to ensuring this. Many people with disabilities (or medical or other conditions) will be able to escape unaided; however, some may require assistance. If appropriate, a Personal Emergency Evacuation Plan (PEEP) can be drawn up, which might, for example, specify emergency assistance that may be needed, the use of any equipment that may be required for escape or just record actions necessary in an emergency.
Further information about PEEPs can be found in the Fire Safety Section of the Safety, Health and Environment Unit website (see link below).

http://www.kent.ac.uk/safety/fire/pages/peeps.html

If you require a Personal Emergency Evacuation Plan (PEEP) please contact the Academic Registrar’s office, ext. 3671/4050 or the Safety, Health & Environment Unit.

3.5 First Aid Provision: First Aid Boxes

<table>
<thead>
<tr>
<th>Registry – Main Building</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Floor</td>
<td>Student Reception Desk</td>
<td>3000</td>
</tr>
<tr>
<td>Ground Floor</td>
<td>Kitchen</td>
<td>-</td>
</tr>
<tr>
<td>First Floor</td>
<td>Room 126 (Human Resources)</td>
<td>4584</td>
</tr>
<tr>
<td>First Floor</td>
<td>Kitchen</td>
<td>-</td>
</tr>
<tr>
<td>First Floor</td>
<td>Room 139 (VC’s Office)</td>
<td>3262</td>
</tr>
<tr>
<td>First Floor</td>
<td>Kitchen (VC’s corridor)</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registry Extension</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Floor</td>
<td>Main Reception Desk</td>
<td>4441</td>
</tr>
<tr>
<td>Ground Floor</td>
<td>Room G46 (Admissions/Recruitment)</td>
<td>3683/4583</td>
</tr>
<tr>
<td>Ground Floor</td>
<td>Kitchen</td>
<td>-</td>
</tr>
<tr>
<td>First Floor</td>
<td>Room 155 (Visitors area)</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other areas located outside the Registry</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Darwin College</td>
<td>Reception</td>
</tr>
<tr>
<td>Eliot College</td>
<td>Reception</td>
</tr>
<tr>
<td>SHE Unit</td>
<td>SHE Print Room</td>
</tr>
<tr>
<td>UELT</td>
<td>Kitchen</td>
</tr>
</tbody>
</table>

4.2 Registry Health and Safety objectives for 2017/2018 are:

(1) Circulation of updated Registry Safety policy as required
(2) Regular safety inspections
THE UNIVERSITY OF KENT

APPENDIX 1

REGISTRY SAFETY COMMITTEE
for Registry Building; Senate Building; Registry staff and other Registry staff based elsewhere on campus (excluding staff under the control of the Director of Estates)

TERMS OF REFERENCE: The Committee is a forum for discussion about matters relating to the health and safety of Registry staff in the locations defined in the Committee’s title. It provides advice to the responsible officer for the Registry Building about health and safety matters affecting such staff (such as the Registry Health & Safety Policy; local rules and procedures). The Committee has a monitoring role in relation to inspections, fires/false alarms and accidents in the locations defined in the Committee’s title and health and safety training and hence the Committee receives regular reports on such matters. The Committee discusses items from the Safety, Health and Environment Executive Committee and the Safety, Health & Environment Unit and advises the responsible officer for the Registry about implementation.

The Committee meets at least twice per year as required by University policy. Copies of the Committee’s papers, agendas and minutes are uploaded to the Academic Division website for Heads of Registry Sections and staff to view and discuss at section level as appropriate.

| Chair (Academic Registrar) | Mary Hughes |
| Director of Safety, Health & Environment (or his/her nominee) | Bernard Angus (Ray Allard) |
| Corporate Communications | George Williams |
| EMS (including staff located in Darwin College, Eliot College) | Shirley Prosser |
| Finance (including staff located in Darwin College) | Louise Turner |
| | Tim Hawkins |
| | Damian Bitaud |
| Human Resources (including staff located in Darwin College) | Caroline Montgomery |
| International Recruitment | Hayley Snoding |
| International Partnerships | Barbara Duce |
| Office of the Vice-Chancellor/ Council Secretariat | Jessica Sutherland |
| Planning & Student Information (including staff located in Darwin College) | Emma French |
| Research Services | Sue Prout |
| Secretary to the Committee | Divisional Administrator |

Total: 13 members  Quorum: 5 members

JP/kab
16/02/17
APPENDIX 2

THE UNIVERSITY OF KENT

Out of Hours Working in the Registry Building

Following concerns about the personal safety of persons working in the Registry outside normal working hours and of the University’s position in the event of an accident, incident or illness affecting such persons, the arrangements set out in this Paper were adopted and implemented with effect from Monday, 13 June 1994.

Staff working in the Registry outside normal working hours are required to indicate their arrival and departure times in a book specifically provided for this purpose which is on a shelf beside the staff door. For this purpose “outside normal hours” is defined as follows:

(i) before 8 a.m. Monday to Friday
(ii) after 7 p.m. Monday to Friday
(iii) all day Saturday and Sunday
(iv) Bank holidays (i.e. Good Friday, Easter Monday, the May Day, Spring and August Bank Holidays) and during the Christmas closure.

The following detailed arrangements are required to be followed by all Registry staff:

(a) Members of staff intending to remain working in the Registry after 7 p.m. on normal working days should indicate this in the book at 7 p.m. on each occasion (and subsequently indicate their departure time).

(b) Members of staff coming into the Registry “outside normal hours” (i.e. during the periods indicated above) should indicate this in the book on arrival on each occasion (and, subsequently, their departure time).

(c) The first person entering the Registry Building each day and, therefore, making an entry in the book should check to ensure that no-one listed in the book as having been in the building on the previous day (or two days in relation to Monday) still remains in his/her office.

(d) On Saturdays, Sundays, Bank Holidays (defined above) and during the Christmas closure individuals coming in to the Registry should look at the list of those down as still working in the Registry in the book when they make their own entry in the book and, if they think it appropriate (for example, if a person has been in the building for longer than, say, 4 hours), check to ensure that all is well with the individual(s) concerned.

It is recognised that the above involves a minor, additional burden on staff but the Heads of Registry Sections believe that these arrangements are absolutely essential to safeguard staff and to maintain the existing flexibility which allows staff to, if they wish, work in the Registry outside normal hours.

General guidance on “Lone Working” may be found in the “Lone Working Policy” on the University’s website:

(http://www.kent.ac.uk/safety/hs/pages/loneworking/loneworkingbriefguidance).

Any queries about the above should be directed to the Registry Safety Co-ordinator (Mary Hughes, M.P.Hughes@kent.ac.uk, ext 3671/4050)
Lone Working - Brief Guidance

The following is brief ‘bullet point’ guidance for those who work alone and those who are responsible for them. In normal circumstances there will be many people who either wish, or have to work alone. There will be many times when it is perfectly normal and poses little or no risk. However, there will be other times when lone working would be unwise. This guidance is about being able to make sensible judgments about those situations. This guidance applies to employees and students alike.

**Responsible Manager or Course Supervisor**

**Do**

- Avoid lone working wherever possible
- Ensure there are risk assessments for your staff’s or student’s activities
- Ensure all staff or students have read and understood them
- Know which of your staff or students are likely to work out of hours, or otherwise alone
- Ensure that there is a line of communication for a staff member, or student in a lone working situation
- Ensure some form of briefing has taken place about lone working and make it clear what is appropriate and what is not, for the activity concerned
- For members of staff, please seek Occupational Health advice if the person has a known medical condition that could put them at additional risk e.g. heart problems, diabetes, epilepsy
- For students, depending on the activity, seek guidance from the University Medical Centre

**Don’t**

- Allow staff or students to do dangerous or high risk work when they are alone
- Allow staff or students to work alone in areas known to be unsafe
- Force staff or students to work alone if they feel uncomfortable about it.

**Lone Worker**

**Do**

- Ensure they are aware of the risks involved
- Ensure they are authorised to be working alone
- Ensure their manager or supervisor is aware of the lone working.
- Ensure they have a line of communication to another ‘buddy’, in the event of an emergency.
- Inform Campus Security where, and when they are working, *if appropriate.*
- Advise Campus Security when they leave, *if appropriate.*
- Be vigilant and report intruders, or suspicious activity.
- Ensure they have informed their manager or supervisor of any medical condition that could potentially increase their risk whilst working alone.

**Don’t**

- Undertake work with dangerous equipment or substances when alone.
- Undertake work outside of your risk assessment requirements
- Undertake any activity for which you are not authorised
- Admit unauthorised persons to the workplace
- Put yourself in any foreseeable danger
• Forget to make some contact with your outside ‘buddy’, especially if you are working for a long period, or change your plans.

REMEMBER - COMMON SENSE PREVAILS!

JP/kab

(Adopted 13/06/94)

(Updated 16/02/17)
FIRE EMERGENCY PROCEDURES

Instructions for staff in the Registry Building

The fire alarm signal in this building is A WARNING SIREN and the assembly point is RUTHERFORD COLLEGE STEPS (Assembly Point 18 marked by a green sign)

Make sure you know now where your nearest emergency exit is.

ON DISCOVERING A FIRE

1. Set off the fire alarm.

2. Dial 3333 on an internal telephone and report the fire and its location. Ensure the location is verified by the operator.

3. In the case of a small, localised fire, tackle it with the appliances provided but only if this is possible without taking personal risk.

Caution: Use only carbon dioxide fire extinguishers if electrical equipment is involved but first switch off the supply to the equipment.

ON HEARING THE ALARM

1. Leave any services or equipment in a safe condition, if you are able to do so quickly.

2. Close the windows of your room, if possible.

3. Ensure others in your immediate neighbourhood have heard the alarm and assist any visitors and students, if necessary.

4. Leave the building by the quickest safe route, using emergency doors if necessary; walk quickly but do not run; close all doors behind you.

5. Go to your assembly point and await instructions. Co-operate with the Building Fire Officer and Fire Brigade (if present) and obey their instructions.

DO NOT
- go to other parts of the building for possessions
- use the lift
- re-enter the building until told by the Building Fire Officer or a Fire Brigade Officer that it is safe to do so

After the emergency is over, please report use of any fire-fighting equipment to Mary Hughes, Registry Safety Coordinator, Room 103 or Divisional Administrators, Room 102, Registry.

N.B. The above instructions must be followed whenever there is an emergency evacuation, e.g. for a real fire or a drill. Adherence to the points will lead to an orderly, swift evacuation of the building, protecting life in a real emergency and minimising inconvenience in a practice.

JP/kab
(updated 16/02/17)
THE UNIVERSITY OF KENT

THE REGISTRY: NOTES OF GUIDANCE TO MEMBERS OF STAFF IN THE REGISTRY BUILDING IN THE EVENT OF A FIRE

To be read with the University's Fire Emergency procedures

On hearing the fire alarm (warning siren) you should:

- Close all the windows in your office.
- Switch off all equipment in your office, if you can do so quickly. If in the circumstances there is not time to do so, then you must put personal safety first.
- Do attempt to put away papers or lock cupboards.
- Take your coat and handbag (if appropriate and this can be done quickly) and leave your office at once together with any visitors, CLOSING BUT NOT LOCKING THE DOOR BEHIND YOU.
- Leave the building quickly, but not running, BY THE NEAREST DOOR and make your way to RUTHERFORD COLLEGE STEPS (Assembly Point 18 marked by a green sign).
- By Rutherford steps, staff should assemble in groups, according to Sections, i.e. Academic Division (Enrolment Management Services; International Recruitment; International Partnerships; Office of the Academic Registrar; Planning and Business Information; Quality Assurance and Validation; Student Records and Examinations; Timetabling; Undergraduate Office; Visa Compliance Office) Corporate Communications Finance, including Internal Audit Human Resources Office of the Vice-Chancellor/Council Secretariat Research Services

The Registry Fire Marshalls will check that each individual room in their allocated areas in the Registry is empty and report this fact to the person acting as Building Fire Officer, or person they have designated, (indicated by the wearing of a luminous yellow jerkin). This may be Mary Hughes, Frank Richardson, Anita Jackson, another Head of Registry Section or other designated person.

- Staff should not re-enter the Registry until they are told by the Building Fire Officer that it is safe to do so.
- It is impossible for basic instructions on what should be done in the event of a fire to foresee or cover all contingencies. Heads of Sections should take any appropriate steps they consider necessary in the light of local circumstances, for example to ensure that other senior staff will take their place if absent, to provide for any current staff disabilities, and anything else which they may think is necessary.

JP/kab
(Updated 16/02/17)
General Advice on Electrical Safety

Introduction
The majority of electrical accidents are caused by electric shock but many others result in burns from arcing or fire, (arcing is generally associated with high voltage electrical accidents). Shocks from relatively low voltage equipment have the potential to kill, depending upon the person. It is generally accepted that ‘hand to hand’ 240v ac is a killer, while some low voltage dc installations, having high current carrying capacity are equally as dangerous. *If you don’t know what you are dealing with and you are not trained, leave well alone!*

Electrical accidents in Universities are uncommon, but this is no reason to be complacent. Accidents may be caused by faulty flexible cables, extension leads, plugs and sockets as well as defective electrical equipment. A programme of regular inspection and/or testing considerably reduces the risk.

In the modern world of work it has become increasingly unacceptable, though not generally illegal, for portable mains power tools (240v ac) to be used in the workplace, particularly outside. It is now commonplace for lower risk battery-powered tools, ranging from 12v dc to 24v dc to be used in their place. Modern battery-powered tools have the power and capacity which was the shortfall of earlier tools.

Purchase and installation
No additions or modifications to building electrical installations should be undertaken other than by the Estates Department, through its approved contractors.

Schools and departments are permitted to purchase movable or portable electrical equipment for use within their relevant functions. Purchasers must ensure that the equipment to be obtained is suitable electrically for the use intended. So far as reasonably practicable, equipment conforming to the appropriate British Standard or CE Standard should be purchased. If obtaining equipment which is manufactured outside of the EU the purchaser should ensure that the equipment is at least as safe as equipment constructed to the equivalent British, or European Standard.

All such equipment must be recorded on a Register of Electrical Equipment and be made available to the Estates Department, in order that appliance testing can be carried out at the appropriate frequency. Note that

Safe use of electrical equipment

1. Equipment should only be used in accordance with the manufacturer's instructions.
2. Care should be taken to prevent overloading of circuits. If in doubt, the advice of the Maintenance Manager should be sought.
3. The use of socket mounted ‘block type’ adaptors is prohibited. If an adaptor is required, a fused and switched strip adaptor should be obtained to be used in the short-term. A request for extra socket(s) should be made to the appropriate school/departmental person.

4. Care should be taken to prevent trailing cables from becoming a hazard; they should be tucked away or lifted above walk-ways but, if a cable lying across a walk-way is unavoidable, the trip hazard should be reduced by the use of a cable cover.

5. Care should be taken to avoid obstructing any air grill or fan outlet on equipment.

6. Users of hand-held equipment should take particular care to avoid damaging the cable.

7. Portable equipment with damaged cables should be labelled ‘unfit for use’ and taken out of service and a defect report submitted for replacement of the cable, or piece of equipment.

8. Apart from equipment designed to be left on permanently, all equipment should be switched off at the appliance itself and at the wall socket at the end of the working day.

**Safe use of electrical equipment from overseas**

In addition to the above:

9. Never attempt to insert a non-UK plug into a UK socket.

10. Staff wishing to use equipment from overseas must purchase a UK lead or ask Estates to fit a UK plug.

11. Visitors to the University may use an EU or other conversion plug (travel adaptor) for brief periods of time, but it must be CE marked and of a type suitable for the appliance. For example, many adaptors do not provide an earth connection, and are dangerous to use with a Type 1 (earthed) appliance. Since conversion plugs/travel adaptors are similar to ‘block type’ adaptors (see 3 above), and since most non-UK plugs are not fused, they must not be used continuously or left live unattended.


**Routine inspection and testing**

Users of all electrical equipment in offices or elsewhere should undertake a very brief visual inspection of their equipment on a weekly basis. Any apparent faults or defects should be reported to the Estates Helpdesk, so that an appropriately qualified person can be tasked to investigate and if necessary undertake an appropriate repair. There may be a charge for this service.

Testing of both electrical installations within buildings and portable electrical appliances is undertaken by the Estates Department, or competent contractors appointed by it. The piece of equipment will be annotated with a date when the next test is due. Equipment should not be used after this date.
Electrical installation testing is undertaken on a rolling programme across both main Campuses and requires little or no involvement of the school/department occupying the buildings.

Staff or students must not interfere with any electrical equipment, except in the circumstances described in the next paragraph.

In some Schools/Departments, by arrangement with the Maintenance Manager, inspecting and testing of certain equipment is carried out within the school/department because of the local electrical expertise available, (e.g. Physical Sciences, Engineering and Digital Arts and Information Services).

**Remember, if you are not trained and competent, do not interfere with electricity!**

ACB Revised February 2016
ALCOHOL OR SUBSTANCE MISUSE

1. Purpose

1.1 This policy sets out the University’s position with regard to drugs and alcohol misuse within the workplace and the approach it will take when the consumption of drugs or alcohol affects a member of staff’s performance at work.

1.2 The University respects the privacy of individuals, particularly in health matters, where their conduct or performance at work is not affected. The University must, however, be concerned where health or behaviour impairs the conduct, safety or work performance of staff, and it recognises that the misuse of alcohol or drugs may be a cause of such impairment.

2. Scope

2.1 This policy relates to all staff.

2.2 The University is committed to ensuring the health and safety of all staff and will take action to secure their wellbeing and general welfare.

3. Policy Content

3.1 This policy sets out to:

- comply with all relevant legislation and common law duties
- promote a healthy and safe environment for all staff, offering support to those with an alcohol or drug problem
- ensure that the image and reputation of the University are maintained.

4. Definition of Alcohol or Substance Misuse

4.1 Alcohol misuse is a level of drinking alcohol which affects an individual’s work or behaviour in the workplace.

4.2 For the purposes of this policy, substance misuse refers to the taking of drugs or a controlled substance, either intermittently or continuously which interferes with an individual’s health, work capabilities or conduct, or which affects the work performance and/or safety of themselves and others. This term includes prescription drugs where such prescription drugs have not been prescribed for the person possessing or using such drugs and/or such prescription drugs are not taken in accordance with a physician’s direction.

4.2.1 Drugs include any substance, legal or illegal, (other than alcohol) that produces physical, mental, emotional or behavioural change in the user. The sale, possession or consumption of illegal drugs is a criminal offence.
4.2.2 Controlled substances includes all chemical substances or drugs listed in any controlled substances acts or regulations applicable under the law.

5. Principles

5.1 Supportive advice will be offered by the Occupational Health Service in the strictest confidence and with the informed consent of the member of staff. Details of a confidential nature will normally only be discussed with the member of staff’s own doctor, other medical specialist, or manager with the prior agreement of the member of staff.

5.2 The University will ensure that managers are able to deal with problems quickly and effectively by following the associated procedure.

5.3 Whilst alcohol or substance misuse does not excuse poor work performance or misconduct it may be treated as a mitigating factor, and disciplinary procedures may be suspended whilst the opportunity is taken to identify potential alcohol or substance misuse problems and, if necessary, to seek treatment.

6. Identification of Alcohol and/or Substance Misuse

6.1 The University encourages any member of staff who suspects that he/she has an alcohol and/or substance misuse problem to seek assistance voluntarily.

6.2 In the event of a member of staff not seeking voluntary assistance, an alcohol and/or substance misuse problem might also be identified by either:

- A manager, including concerns being raised by another member of staff, student or visitor.
- Occupational Health.

6.3 Every attempt should be made to help a member of staff who is suspected of having an alcohol and/or substance misuse problem. This should be treated sensitively and in strictest confidence. Please see section 6 in the Alcohol and Substance Misuse Procedure for further information on providing support.

7. Alcohol and Substance Misuse at Work

7.1 The University encourages those who consume alcohol to do so sensibly and responsibly. It is recognised that alcohol may be available at some University related events (whether held on the premises or not), such as parties, entertaining visitors, or other work related event. However, staff must be fit for work when conducting duties and are always expected to maintain and be responsible for their own standards of behaviour.
7.2 Because of the impact on health and safety and the impression that will be conveyed to others, the University has certain expectations about the consumption of alcohol in the workplace. Staff are expected not to undertake their work duties while under the influence of alcohol or misusing substances. In this context, staff are expected to exercise their judgement about the appropriateness of consuming alcohol in a work break.

7.3 The University does not condone the sale, possession or consumption of illegal drugs, which constitute an offence under the law. The University recognises its responsibility to comply with the law and, in particular, to co-operate with the appropriate external agencies in any action required to ensure that no criminal activity takes place on campus or otherwise to enforce the law.

7.4 Although this is a combined policy on alcohol and substance misuse, the situation regarding substance misuse will be distinguished from that of alcohol, where appropriate, to comply with different legal position on the sale, possession and consumption of illegal drugs. There is also the issue that potential problems do not solely arise from the use of prohibited and other controlled drugs; certain prescribed drugs can cause difficulties with performance at work, can themselves create dependency problems and care in their use is essential.

7.5 This Policy is primarily concerned with substance misuse by staff during the hours of their employment. However, 'off duty' substance misuse and/or alcohol consumption may also be relevant if they affect job performance, conduct, attendance and/or timekeeping.

7.6 Staff who drive in the course of their duties at work, or who undertake driving whilst at work are required to comply in line with the ‘Reduction of Risk whilst Driving at Work’ policy. This policy states that driving on University business should not be undertaken if alcohol or drugs have been taken.

7.7 Risk assessments will be used to identify any activities or work environments where, for safety critical reasons, staff are not permitted to consume alcohol immediately before or at any time during the working day, including during unpaid breaks, and should at no time report for work with a blood alcohol level exceeding the current UK limit for safe driving. Examples of such areas of work may include:

- Using dangerous machinery or equipment.
- Working with hazardous chemicals where spillages could be highly dangerous by virtue of their toxicity, flammability, carcinogenicity, etc.
- Working in locations or environments where an unimpaired sense of balance is essential (ladders, work on roofs, working at height).
- Driving a vehicle of any description.
If, arising from the use of alcohol or misuse of substances, a member of staff acts in such a way as to endanger him/herself and/or others, the University will take prompt action as required to prevent injury, damage or other serious risk. In this situation the member of staff's personal circumstances will be taken into account, but it will not automatically exonerate the person concerned from the consequences of his/her unsatisfactory performance or misconduct.

8. Policy Review

8.1 This policy will be reviewed by Human Resources on a regular basis to ensure it remains compliant with any employment legislation revisions and good employment practice. The Joint Staff Negotiating & Consultation Committee will be fully consulted regarding any changes.

9. Relevant Legislation

9.1 This policy complies with relevant legislation including:
- Misuse of Drugs Act 1971
- Health and Safety at Work Act 1974
- Access to Medical Records Act 1988
- Equality Act 2010
- Data Protection Act 1998
- Human Rights Act 1998
- Corporate Manslaughter Act 2007
- Health and Safety Executive Guidelines.

10. Other Relevant Policies/Documents

- Alcohol and Substance Misuse Procedure
- Disciplinary Policy(s)
- Health and Safety Policy
- Managing Sickness Absence Policy
- Special Leave Policy
- Occupational Health Referral Form

Policy Approved By: JSNCC & Staff Policy
Date: 3 March 2014 & 21 March 2014-Review date: March 2017
THE UNIVERSITY OF KENT

NO SMOKING POLICY

The No Smoking Policy outlined below takes effect from 1st January 2009. This Policy replaces the previous ‘Smoking Policy’, last revised in September 2007, and is designed to ensure compliance with the No Smoking Regulations made under Part 1 of the Health Act 2006. New legislation creates a requirement for all enclosed places of work and enclosed buildings which are accessible by members of the public to be smoke free.

New responsibilities are placed upon all persons to refrain from smoking in designated areas. Employers are specifically required to display appropriate notices at all building entrances and in ‘works’ vehicles and to take steps to ensure compliance is met. No Smoking signs will also be displayed in other areas defined within the legislation as ‘substantially enclosed’ where it is also an offence to smoke.

General Policy

The University of Kent has previously declared its intention to be a No Smoking University. The University’s premises will be smoke free, however smoking in designated shelters and in the open, away from buildings, will be permitted. This Policy, will, as a minimum, comply with current legislation. In some areas, for the health benefit of staff and students who do not smoke, the requirements of the Policy may be more onerous than is required by law. To safeguard health, smoking is NOT permitted within 5 metres of ANY building unless it is in an outside area immediately adjacent to one of the College or other bars listed below.

Work Areas

Smoking is not permitted in any work areas. Heads of Schools/Departments will be responsible for ensuring that arrangements are put in place to maintain the Policy in all enclosed or substantially enclosed workplaces.

College Bars and Student Bars

Smoking is not permitted in any College, inner gardens or courtyards within the College precincts, or student bars, but may be permitted on adjacent outside areas only, as follows :-

- Keynes exterior terrace
- The Gulbenkian exterior terrace
- The Gulbenkian Café at Medway exterior area
- Dolce Vita exterior terrace
- Mungo’s exterior terrace
- Woody’s Bar exterior drinking area
- Smoking shelters outside The Venue
Electronic Cigarettes

Electronic cigarettes, also known as ‘E Cigarettes’, will be treated in the same way as if they were tobacco products. Their use is therefore not allowed except in the areas adjacent to student bars detailed above.

Student Accommodation

Smoking is not permitted in any room or communal area of student accommodation. The 5m rule above also applies here.

Kent Union

Kent Union’s No Smoking Policy must comply with the requirements laid out in this Policy.

Smoking Breaks

Staff who leave their workplace during working hours to smoke should only do so with the approval of their line-managers.

Support Strategy

The Medical Centre in Giles Lane has a trained counsellor to assist smokers to give up smoking through the ‘Stop Smoking Support’ programme. Support can be arranged for a ‘one off’ payment, equivalent to the cost of a prescription, which will pay for 12 weeks’ support. This support will include appropriate counselling and nicotine replacement therapy if required. Other information is available on the Occupational Health website.

Smoking Shelters

The University is not legally obliged to supply these. However, where funds permit, some additional shelters may be erected at some time in future to accommodate smokers.

Implementation of this Policy

The University is committed to improving and maintaining the health of its students and members of staff, in areas where it has influence to do so. The University will comply with the requirements of the 2006 Health Act and will ensure that staff, students and visitors comply with this Policy when on University premises.

There are significant penalties for anybody prosecuted for smoking in a no smoking area and penalties for organisations that fail to take reasonable steps to ensure compliance.

Supporting compliance with the law and the University’s No Smoking Policy will be the responsibility of Heads of Schools/Departments and line management.

Students’ Heads of Schools/Departments (or other designated members of staff) are responsible for ensuring student compliance with the University’s No Smoking Policy and for reporting non-compliance by a student to the Master of the student's college who has responsibility for disciplinary action.

29 January 2009 (Updated 28.10.2013)