

HEALTH AND SAFETY INFORMATION

The following document outlines all of the key health and safety information relating to the courses and facilities of the School of Music and Fine Art. In addition to this information students will have to attend specialist inductions for the Central Boiler House workshop and Fire Station & Foundry music studios. These inductions will include all of the specific health and safety information for these specialist spaces and must be completed prior to students being allowed to use these facilities.

Further information about health and safety can be found on the School's website:
<http://www.kent.ac.uk/smfa/currentstudents/schoolprocedures.html>

FIRE AWARENESS & EMERGENCY EVACUATION PROCEDURE

Fire is a very serious risk in the School of Music and Fine Art's buildings due to the nature of the work done within these spaces and the age of the buildings.

To minimize fire hazards:

- Keep all workspaces tidy and do not overcrowd with furniture and objects you don't need. **Do not allow the accumulation of combustible materials.**
- Keep fire exits clear and never block yours, or anyone else's, escape routes.
- Do not wedge open fire doors. N.B. A few fire doors are designed to be held open on magnetic catches linked in to the alarm system. Do not overload electrical wiring and sockets. Seek advice from Maintenance or the Safety, Health and Environment Unit if unsure.
- Dispose of combustible rubbish in the lidded metal bins provided.
- Always put flammable liquids and substances, such as white spirit*, oils, and spray paint in a flameproof metal cupboard when not in use. Keep lids on to avoid spills.
- Keep flammables and combustible materials away from any heat sources especially naked flames and store in the cupboards provided.
- **No flammable or combustible materials can be left in corridors – that includes on the walls, other than on the notice boards provided.**
- Smoking is prohibited inside and within 10 meters of any building, except for designated smoking locations such as by the bike racks behind Bridge Wardens' College.

* Only use white spirit provided by the Fine Art store as it is low odor and low flammability.

ON DISCOVERING A FIRE

1. Turn your back on the fire and set off the fire alarm.
2. Dial 999 and report the fire and its location; ensure the location is verified by the operator. If possible also notify Dockyard Security and the Estates Department that there is a fire.
3. You are under no obligation to tackle a fire, and in all circumstances you are advised to evacuate the building immediately. However, it is recognised that there are occasions when it is safe to tackle the fire, and prompt action may prevent further injury or damage. Only tackle a fire if this is possible to do so without taking personal risk and you have received full training in the use of fire extinguishers.
4. Evacuate as below.

ON HEARING THE ALARM

All students and staff are required to follow emergency evacuation procedures which can be found on the blue and white emergency procedures signs displayed in each building.

1. Leave any equipment in a safe condition, if you are able to do so quickly.
2. Ensure others in your immediate neighborhood have heard the alarm and assist any visitors, students and/or persons with disabilities, if necessary and if safe and appropriate to do so.
3. Leave the building by the nearest safe route, using emergency doors if necessary; walk quickly but do not run; close all doors behind you.
4. Go to your assembly point and await instructions. Co-operate with the fire marshal and the Fire and Rescue Service (if present) and obey their instructions.

DO NOT

- Use the lift in BWC.
- Go to other parts of the building for possessions.
- Re-enter the building until told by the Building Fire Officer or a Fire and Rescue Service Officer that it is safe to do so.
- After the emergency is over, report use of any firefighting equipment.

EMERGENCY ASSEMBLY POINTS:

Bridge Wardens' College, Fire Station, Foundry, Old Surgery and Engineering Workshop

The War Memorial next to HMS Cavalier.

Central Boiler House

The grass area on the far side of the car park.

Smitheries and Galvanising Shop

Dockyard Visitors car park.

Sail & Colour Loft

At the rear of the Dockyard Church.

FIRST AID

If you or any other person in the area you are working requires first aid treatment you should contact one of the School's designated first aiders using the building's emergency telephone.

If the person requires treatment beyond first aid or are unresponsive you should phone the emergency services.

First Aid boxes are located in all University buildings and their locations are prominently signed. There is also an eye wash station in the Central Boiler House and in the Engineering Works darkrooms.

THE SCHOOL'S FIRST AIDERS ARE:

Catherine Hill – based in Bridge Wardens' College, room 207 (01634 88 **8825**)

Moses Malekia – based in Bridge Wardens' College, room 211 (01634 20 **2986**)

Georgia Wright – based in the Central Boiler House (01634 20 **2961**)

Out-of-hours first aid is provided by the Estates Department, based in Bridge Wardens' College, room 212 (01634 88 **8835**)

ACCIDENT REPORTING

All accidents and incidents, whether resulting in injury or not, and issues of work-related ill-health must be reported to the supervising member of staff who will report the incident to the School Health and Safety Coordinator. If the accident or incident occurred outside of a supervised situation you should immediately report the incident to The Old Surgery reception, or the Estates Department office in room 212 of Bridge Wardens' College if outside of office hours. All accidents and incidents that are reported will be entered onto the University's incident reporting system and investigated by the School's Health and Safety Coordinator and the University's Health, Safety and Environment Unit. Any recommendations will be referred to the relevant department head for implementation.

MANUAL HANDLING

You should be aware of the hazards involved in moving heavy or awkwardly shaped objects. If you identify potentially hazardous handling activities, you should inform the School Safety Co-ordinator.

1. Risk assessment should be carried out beforehand (forms available from the School Safety Coordinator who will file completed forms).
2. In the case of large items, the item should be stripped down (e.g. drawers removed from a desk) and moved with the help of another member of staff – preferably a member of staff who has undertaken manual handling training.
3. In some cases (for larger moves) Estates or removal companies may be required to move furniture.

RISK ASSESSMENTS

There is a legal requirement for all work to be assessed for risk and for significant findings to be recorded.

- All Risk Assessments must be overseen and countersigned by teaching staff and then collated by the relevant technician. All activities must be appropriately assessed
- Advice on completing risk assessments, forms and written guidelines are available from the relevant technician or the School Safety Co-ordinator

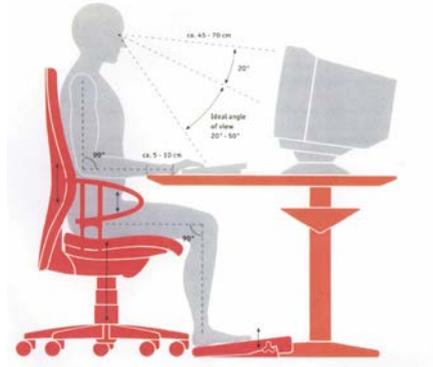
TRAFFIC AWARENESS

The Historic Dockyard is a busy site with large numbers of domestic and commercial vehicles travelling through it and making deliveries. Despite a very low speed limit and the presence of Dockyard Security personnel on site it is still essential that you take care while moving around the site. This is especially true at night where some areas of the site are quite dark and pedestrians can be very hard to see.

DSE ADVICE

It is known that long hours of intense work using Display Screen Equipment can sometimes cause musculo-skeletal problems, visual fatigue or mental stress to a minority of users. Every member of staff is assigned a trained DSE assessor who will advise and seek to ensure that staff use equipment safely. The University makes every effort to provide well-designed equipment but there are also some simple actions you can take to reduce risks:

- Sit with your back supported, head up and upper arms held in to the body to reduce the risk of a sore back, neck or shoulders.
- Keep your wrists straight when using the keyboard, to reduce the risk of tendon injury.
- Position your pointing device (mouse, trackball, etc), so that you do not have to work with your arm stretched to help prevent arm and shoulder ache; move the keyboard out of the way, if possible.
- Set your screen at a comfortable viewing angle and height – look down slightly at the screen to prevent neck and shoulder ache.
- Re-position your screen if glare or reflection is a problem.
- Adjust the contrast and brightness controls if necessary.
- Change your position regularly to keep your muscles relaxed.
- Take a break every 50 minutes



PORTABLE APPLIANCE TESTING (PAT)

All personal electrical equipment brought into University buildings must be tested for electrical safety prior to being used. This can be done by one of the School's technical staff during normal opening hours. If you wish to bring in your own equipment please check this with a technician who will advise you if this would be possible and on the procedure of getting the equipment tested.

LONE WORKING

You can find the University's guidance regarding lone working out of hours summarised in the staff handbook. In brief:

- Ensure you are aware of the risks involved in your work and in working alone and that you are not working outside your risk assessment requirements
- Ensure you have a line of communication to a "buddy" in the event of an emergency
- Be vigilant and report intruders or suspicious activity
- Do not admit unauthorised persons to the workplace or put yourself in any foreseeable danger

Emergency telephones are located at the entrance of all University buildings in the dockyard. For out of hour's lone working please contact the Medway Estates office or Campus watch office to report an incident using the pre-programmed numbers.