


Procedure or Activity:

**Administrative etc Offices**

Ref:.....

Assessment undertaken by:	Persons at risk:	Date of assessment:	Review before:
Name: Dr Jeanne Estabel	Staff, students and visitors	1 October 2017	1 October 2018
Signed: 			

**General:**

The University and Departmental Health and Safety Policy and procedures are drawn to the attention of all staff when they join via an induction session and a Safety Policy and procedures booklet, which is included in an induction pack.

HAZARD	MEASURES REQUIRED TO CONTROL RISK	
Significant hazards	Guidance	Existing Control Measures
<b>VDU operation:</b> Upper limb disorders in arms, elbows, wrists, hands and fingers Neck strain Eye strain Fatigue and stress	<p><b>Chairs:</b> If you are working at the VDU for long periods you need a chair with adjustable height and back support.</p> <p><b>Layout of Workstations:</b> If your system has a detachable keyboard and tilt swivel facilities on the screen, use them to adjust the system to meet your own needs.</p> <p><b>Ergonomics of the Workstation:</b> Some movement is desirable but repeated stretching movements are not. Make sure you have enough workspace to take whatever documents you need.</p> <p><b>Document Holders:</b> Use of a document holder can help reduce awkward neck movements and hence reduce muscular fatigue in the neck and upper back.</p> <p><b>Changing Position:</b> However well designed your chair and desk, sitting in the same position for long periods is</p>	<p>Adjustable chairs are provided for VDU users together with any other modifications required eg document holders, foot rests etc, H&amp;S Division advice leaflets are included in the Induction pack; 'Working safely with display screen equipment, Desktop/general guidance,' and 'Working safely with display screen equipment, Laptops'. The University provides free eye tests for VDU users.</p> <p>The Department has a member of staff who is trained in DSE assessments. An annual offer of support is circulated together with information on the service at induction.</p>

	<p>undesirable: you should therefore change your position as often as is practicable. Take regular breaks to perform other tasks. Do not rest your wrists on the edge of the keyboard or desk or bend your hands up at the wrist.</p> <p><b>Adjusting your VDU to suit you:</b> Arrange your desk and screen so that bright lights are not reflected in the screen. You should not be looking directly at windows or bright lights. Easy to operate curtains and blinds can be provided to cut out unwanted light. Make sure your screen is sharp and individual characters can be read easily. There should be no reflections on the screen. Use the brightness control to suit the lighting conditions of the room. Make sure there are no layers of dirt or grime, or even finger marks on the screen.</p> <p><b>Monitor and act upon</b> Eye strain, Wrist/arm/neck/back ache (Repetitive Strain Injury)</p>	<p>The Occupational Health Division is available to provide advice and consultation in the event of discomfort or injury.</p>
<p><b>Lifting and manual handling</b></p>	<p>Carefully risk-assess carrying of any items you might find heavy to lift. Both Classroom technicians have received training in the safe moving of heavy objects and you should consult them before carrying any heavy object in the work environment. Do not risk injury when there is expert advice available.</p> <p>If manual lifting is a regular part of your job, you should ask your group leader about training in manual handling.</p> <p>Assess whether a shelf is suitable for any item that is to be stored on it.</p> <p>You should ask: Is it sturdy enough? Is it deep enough? Heavy objects should only be stored below desk level unless they are securely attached to the wall. Sharp or otherwise hazardous objects should be housed such that they could not injure if they were to fall.</p>	<p>Trolleys available for moving heavy items.</p> <p>Both classroom technicians have been trained in the safe moving of heavy objects and can be contacted for assistance. Individuals who are regularly involved in manual handling are recommended to undertake training.</p>
<p><b>Slips and trips</b></p>	<p>Do not allow rubbish or temporary storage of material to prevent a tripping hazard</p>	<p>General good housekeeping, staff are encouraged to highlight hazards as soon as they are identified. All areas including the stairs are well lit. No trailing leads of cables. Work areas are kept clear and deliveries stored immediately. Offices are cleaned on a daily basis; cleaners highlight any obvious hazards. Annual H&amp;S walk-around undertaken by DSO.</p>

<p><b>Coffee Machines, Kettles etc</b></p>	<p>The University strongly discourages the use of water heating equipment (for drinks) in offices and expressly forbids them in laboratories. The Department permits such equipment to be used in offices provided that serious attention is given to minimizing associated risks.</p> <p>Ensure that the apparatus is well maintained, is stored on a stable flat surface, that no trailing wire may cause it to fall, and that it is situated sufficiently far from any individual's seat that it <u>cannot</u> spill hot water onto them if overturned.</p> <p>Immediately report any incident involving scalding, electrocution to the Departmental Safety Officer and/or the Secretary to the Department.</p>	<p>The Department discourages the use of these by the provision of kitchen facilities. If they are used in offices (expressly forbidden in labs) then risks must be minimised by taking regard of trailing wires, danger of hot water spillage and possible electrocution.</p> <p>This lenient policy may need to be revised if these guidelines are not followed.</p>
<p><b>Sharp Edged Objects</b></p>	<p>Guillotines or shredders must be properly guarded to prevent damage to fingers and hands. Extra care should be taken with sharp edges or points.</p> <p>Drawing pins, if dropped, should be immediately retrieved.</p>	<p>Areas where drawing pins might be regularly dropped should be checked daily by the Department's cleaners.</p>
<p><b>Stress</b></p>	<p>Where possible use common sense and self-organization/management to minimize stress.</p>	<p>Staff can talk to managers/supervisors or the Secretary to the Department if they are feeling unwell. University support is also available via Occupational Health, the Counselling Services and the Employee Assistance Service. The University has a Stress at Work Policy and Guidance document available to staff; the web address is included in the Induction pack.</p>
<p><b>Working Out of Hours/Lone Working</b></p>	<p>This should be avoided if possible. If necessary, individuals at risk should always inform a colleague, friend or relative of their intended hours of work and, where practicable or appropriate, agree to call the individual when they have finished work and have returned safely home.</p>	<p>The University provides a lone working policy, which is included in the Induction pack and referred to at induction. The Department is currently developing its own advice tailored to its own activities and needs.</p>
<p><b>Use of Ladders</b></p>	<p>You should not use stepladders until you have received the requisite training, and can ensure they are properly positioned. Ideally use a kick-stool.</p>	<p>Ladders and 'kick' stools are available. Heavy items are stored on lower shelves. Frequent users of ladders are advised to undertake ladder and manual handling training.</p>

